



DIRECTOR JOB DESCRIPTIONS

OFFICE OF PRESIDENT

Objective: To organize and manage the LTA assuring that the needs of the members are being met, subject to the provisions of the Bylaws and the direction of the Board of Directors.

1. Represent the LTA in the community.
2. Provide a positive relationship with the City of Loveland, Parks and Recreation Department, and the R2-J School District.
3. Create Board Meeting Agenda and preside over the monthly Board of Directors meeting, assuring that all agenda items are covered.
4. Assess if there is a quorum.
5. Assure that the Bylaws are being followed with amendments being presented to the Board as needed.
6. Review monthly checking account transactions and balances.
7. Serve on Budget Committee
8. Contribute articles to the newsletter as appropriate.
9. Maintain positive/supportive communications with the Presidents of the other local tennis associations and with the Colorado Tennis Association.
10. Represent the LTA in matters dealing with the Colorado Tennis Association and the United States Tennis Association.
11. Attend or appoint a representative to attend the annual meeting of the Colorado Tennis Association in Denver.
12. Assure that all member interests are represented at the Board meetings, including complaints and acknowledgements.
13. Provide and maintain records/notes/files that will assist the future officers of the LTA.
14. Maintain a current amended copy of the Bylaws noting dates and items changed as approved by the Board of Directors.
15. Present LTA accomplishments for the fiscal year to the Board at the February meeting.

OFFICE OF VICE PRESIDENT

Objective: To assist the President in organizing and managing the Association.

1. Will perform the duties of the president in his or her absence.
 2. Will coordinate annual association events.
 3. Will become presidential candidate for the following year.
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OFFICE OF SECRETARY

1. Take attendance at Board meetings.
 2. Record the minutes at each monthly Board of Directors meeting.
 3. Contact the city of Loveland to reserve a conference room two weeks prior to the Board meeting.
 4. Distribute minutes to the Board of Directors within 1 week following a board meeting.
 5. Bring the notebook of all minutes to each Board meeting.
 6. Maintain all non-treasury-related document files.
 7. Assist the President in assuring that the Bylaws are being followed.
 8. Handle the association's correspondence as appropriate.
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OFFICE OF TREASURER

1. Maintain the association's financial accounts.
2. Write checks to cover all approved expenses for the Association. Checks over a discretionary limit determined by the board of directors need to be approved by the board of directors.
3. Maintain concise permanent records of each receivable and payable.
4. Balance the bank accounts to each monthly statement on a current basis.
5. Pick up mail from Post Office Box and distribute mail as appropriate at least once each week.
6. Serve on the Budget Committee as needed.
7. Prepare and give the current Treasurer's report at each Board meeting, including a summary of receivables, payables and current bank balance.
8. Bring current treasury records to each Board meeting.
9. Schedule all tennis court requirements for events and tournaments (except USTA Leagues) with the City of Loveland, Parks and Recreation Department.
10. Contact the Vice President to assume the Treasurer's duties when absent for a Board meeting or for general assistance.
11. Create a financial statement effective the end of the fiscal year, the last day of February.
12. Present a copy of the financial statement to the Board members for the March or April meeting.
13. Be familiar with the contents of the current amended version of the Bylaws.
14. Assist the President in assuring that the Bylaws are being followed.

DIRECTOR OF THE BOARD

1. Designate and appoint special committees as needed.
 2. Enlist the help of new volunteers whenever possible.
 3. Serve on Committees as needed.
 4. Attend a minimum of 7 out of 10 monthly Board meetings, normally held from 7 PM to, no later than, 8:30 PM on the second Wednesday of each month (no meeting in November nor December).
 5. Call the President prior to the Board meeting if a Board member will not be able to attend the meeting.
 6. Contact a fellow Board Member to find out what transpired in any meeting that was missed.
 7. Study minutes from last meeting to assure accuracy of the permanent record. Bring up discrepancies in next Board meeting prior to the approval of the minutes.
 8. Solicit input from other tennis players each month for ideas, suggestions, discussion, complaints, or acknowledgements regarding tennis in Loveland or the LTA.
 9. Bring up tennis player and related community input when appropriate at Board meetings.
 10. Volunteer to assist on a committee or with an event as your time and energy will allow. Be responsible about saying "No."
 11. Ask and encourage others to get involved with committees and events.
 12. Agree to take any complaint, constructive criticism directly to the appropriate person.
 13. Be familiar with the contents of the current amended version of the Bylaws to assure that they are being followed.
 14. Recruit Directors candidates for the next fiscal year.
 15. Be familiar with the contents of the current amended version of the Bylaws.
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DIRECTOR OF TENNIS SOCIALS

1. Verify that courts have been reserved.
2. Submit article for Newsletter
3. Assign someone with an answering machine to take phone call reservations.
4. Check with prior Director to find out what supplies are unused.
5. Supplies needed: tennis balls, nametags, pens, napkins, cups, ice, soft drinks, whistle
6. Create a list of skill level of participants roughly into groups: 3.0 and below, 3.5, 4.0 and above. Use this list to assign participants to courts. Have those of most similar levels play together or mix levels trying to assure that each team will be balanced i.e. 2- 2.5 players and 2-4.5 players. Schedule couples to play together and separate. Some players will specify who they would like to play and on occasion who they would rather not play.
7. Arrive at courts early to organize sign in area.
8. Have each participant sign in, pay and complete a nametag.
9. Mark "paid" after each player has signed in and paid.
10. Complete Court Assignment sheet as players sign in and note the corresponding Round # after each name on the Sign-in Sheet.
11. Give can of balls to each court.

12. Collect receipts by people paying for supplies. Complete Financial Info sheet. Give sheet, receipts, and cash/checks to LTA Treasurer. Treasurer will write checks for supply expenses OR pay for expenses out of cash received.
 13. Select Tennis Social Director for the next social (if not already determined) and familiarize them with what needs to be done.
 14. Clean area as needed.
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