

SUN CITY TENNIS ASSOCIATION

Vice President

Title of Position: Vice President

Reports to: Board of Directors

Job Description: Perform the duties of the President in his/her absence.
Prepare to move into the position of SCTA President.

General Responsibilities:

Follow all SCTA, Lifestyle Services, and SCHHCA Rules and Regulations.

Attend monthly and general membership meetings of the SCTA BOD.

Attend general and special membership meetings of SCTA and other meetings as directed by the President.

Take on various projects as needed, and/or as requested by the President and BOD.

B

B

B

B

B

B

Specific Duties and Responsibilities:

Work closely with the President to stay up to date with all tennis club business, and all activities as well as assigned projects.

Handle communications including the weekly Eblasts. Eblasts must contain the following:

Please DO NOT answer this bulletin using the "Reply" Messages sent from the SCTA list server are for "Outgoing" ONLY. Please respond to the person listed on the email or any Board Member. The information is for SCTA membership use only and not for personal use.

Serve as a single point of contact for suggestions to modifications of the external website. Once collected, initiate discussion with the BOD prior to discussing with the website manager to make the updates.

Serve as the chairperson of the Ad hoc Grievance Committee, as needed.

Own/manage the Policy and Procedures Manual, including:

- collecting all input for updates/revisions,
- outsourcing work to produce an updated document, if necessary, and
- ensuring the native file and final PDF are stored in an approved location for subsequent SCTA members to access (e.g., the cloud, SCTA, Google drive, Dropbox, etc.).

SUN CITY TENNIS ASSOCIATION

Treasurer

Title of Position: Treasurer

Reports to: Board of Directors

Job Description: The Treasurer is responsible for S C T A ' s f i n a n c i a l records as follows:

General Responsibilities:

- Follow all SCTA, Lifestyle Services, and SCHHCA Rules and Regulations.
- Attend monthly and general membership meetings of the SCTA BOD.
- Keep all records of financial transactions and assets.
- M a i n t a i n S C T A ' s c h e c k i n g a c c o u n t .
- Deposit checks from Community Association for annual dues.
- Develop annual budget to be presented at final general membership meeting.
- Produce an annual financial report, on a calendar year basis, submitted to the Community Association as required.
- Mentor incoming Treasurer.

Specific Duties and Responsibilities:

- All expenditures of SCTA are to be paid by check.
- Treasurer can issue checks up to \$500 on his/her signature alone; larger checks need to have two signatures
- Maintains S C T A f i n a n c i a l archives for a seven-year period. (Approved treasurer reports are to be stored for future reference). At end of his/her term in office, hands over the archives in good order to his/her successor.
- Presents a monthly financial report and supporting documents at monthly and general membership meetings of the SCTA BOD.
- Maintains liaison with the Community Association Auditors and Finance Committee.

Helpful Assets:

- familiarity with Quicken software for PC

SUN CITY TENNIS ASSOCIATION

Director, Tennis Ambassadors

Title of Position: Director, Tennis Ambassadors

Reports to: Board of Directors

Job Description: Contact and advise all new SCTA members of SCTA rules and opportunities. Work with Tennis Ambassadors to provide an orientation with information listed below. Serve as a liaison to the Board of Directors for the needs of all new SCTA members.

General Responsibilities:

- Follow all SCTA, Lifestyle Services, and SCHHCA Rules and Regulations.
- Attend monthly and general membership meetings of the SCTA BOD.
- Work with the Logo Building staff to keep
- Ideally, ask Tennis Ambassadors to represent one level of rating—2.5, 3.0, 3.5, and 4.0 for both men and women. At times, one tennis ambassador may be asked to handle two continuous (3.5 and 4.0 for example) levels.
- Working with ambassadors, provide the “Easy Sheet” to new locate and use the Logo Building staff to enroll in Chelsea.
- Working with Ambassadors, inform new players who are not SCTA members of the advantages of membership in SCTA.
- Submit a monthly report to the Board of Directors on Ambassador activities related to your position.
- Work with the Board to improve the role of Tennis Ambassador within the SCTA.
- Staff the SCTA Club’s table, along with working with the Director of Club Membership.
- Remind Ambassadors to avoid any complications involved in being a USTA team captain while serving in the Ambassador position.
- Work with Tennis Ambassadors to set up a system for following new members to help them reach their goals.
- Mentor successor.

SUN CITY TENNIS ASSOCIATION

Director, Events

Title of Position: Director, Events

Reports to: Board of Directors

Job Description: Organizes/coordinates SCTA events

General Responsibilities:

- Follow all SCTA, Lifestyle Services, and SCHHCA Rules and Regulations.
- Attend monthly and general membership meetings of the SCTA BOD.
- Work with BOD to secure dates for upcoming events such as visiting groups, celebrations, and other scheduled activities. All events must have BOD approval.
- Work with Secretary to complete any forms, such as room reservations, required by Lifestyles for an event.
- Recruit ad hoc committee members to assist with each event. If necessary, set theme for the event.
- Work closely with each committee member to accomplish goals.
- Work with BOD to determine a budget for each event.
- Mentor successor.

Specific Responsibilities:

- Responsible to keep committee members informed of their budget.
- Initial budget should reflect a break-even target.
- Expenses are not to be held to the end of the event but must be paid as they accrue.

Helpful Skills:

- An outgoing personality.
- Ability to organize a committee
- Creativity