

OTA Regional Chairperson Position Profile

The Regional Chair (RC) is the senior elected OTA official from a region. A RC is a volunteer who is prepared to exercise leadership in promoting the sport of tennis by delivering programs which meet the identified needs of the members in the region and support the objectives of the OTA. The RC is elected by the members in the region at an Annual General Meeting (AGM).

General Accountability

The incumbent is accountable to the Board of Directors of the OTA and to the members of the region to provide regional tennis programs which support the objectives of the OTA. Because the position is voluntary and demanding, it is unusual to have many candidates for the job. Personal integrity and a strong sense of responsibility are therefore essential if concrete results are to be achieved. The principle motivation must be the desire to make a personal contribution to the improvement and growth of tennis.

Nature and Scope of Position

The RC serves on the OTA Board of Directors and is a member of the OTA Regional Council. In these roles the RC is expected to attend all OTA Board and Regional Council meetings and report regularly on regional programs undertaken to fulfill their objectives.

The RC is the chairperson of the regional executive committee. As such the RC is responsible for ensuring that an executive committee is in place and through them, to develop and deliver an annual program of activities to the members. Depending on the number of programs, a minimum of 3 active volunteers are necessary to staff a regional executive committee.

The RC must be a “The buck stops here” sort of person prepared to get personally involved in order to make things happen. The amount of time required is dependent on the number of active volunteers on the executive committee, the richness of the regional program offered and the historical legacy left by predecessors.

Relationships

- Reports to the Board of Directors of the OTA
- Works closely with the Vice President, Membership and Regional Development
- Has a lateral relationship with all other OTA Board members
- Supervises members of the regional executive
- Is accountable to the members of the region
- Works closely with the Executive Director of the OTA and OTA staff as necessary
- Assists the Presidents of member clubs and club executives to resolve issues

Specific Duties

- Calls and chairs regular meetings of the regional executive and sets the agenda
- Prepares an annual report which is presented at the region’s annual general meeting
- Participates in the semi-annual OTA Regional Council meetings
- Supervises and participates as necessary in the delivery of the region’s portfolio of programs
- Establishes an annual operating plan and financial budget and reports against these documents on a regular basis at the end of the year and at least two other times during the year
- Participates in meetings of the OTA Board of Directors
- Works closely with OTA staff to recruit new members
- Creates new regional programs and constantly reviews existing programs to ensure they are meeting their objectives

Experience Preferred

A background as President of a community tennis club is ideal experience. A high energy level and self-motivation is required. Good leadership and organizational skills will enable the RC to make a lasting contribution to his/her fellow tennis enthusiasts.

Role of the Regions

For a good understanding of the position of Regional Chairperson it is necessary to understand the role the regions of the OTA play in Ontario tennis. The regions of the OTA were established to enhance the tennis experience enjoyed by members of the OTA by performing the following functions:

- Facilitating communication between member clubs in their area and coordinating joint action by their clubs with respect to third parties. For example, local municipalities
- Providing programs which by their nature must be run on a local/regional, rather than provincial, basis. For example, leagues, non-sanctioned tournaments, local junior development, etc.
- Ensuring that member clubs in their region are aware of, and participate in, OTA programs and that the OTA offers programs in their area consistent with demand, need and financial viability.
- Promoting OTA membership to both member and non-member clubs
- Assisting OTA staff in the delivery of OTA programs in their area as necessary
- Supporting junior tennis development by providing junior programs particularly for juniors who do not play in OTA sanctioned tournaments

In summary, the most important role of the region is to offer supplementary and complementary programming to OTA members in that region.