

OKANAGAN MISSION COMMUNITY HALL ASSOCIATION TENNIS COMMITTEE TERMS OF REFERENCE

DEFINITIONS:

OMCHA	Okanagan Mission Community Hall Association
THE BOARD	Okanagan Mission Hall Association Board of Directors
TC	Tennis Committee
OMT	Okanagan Mission Tennis

1. MANDATE

- a. The TC is a standing committee of the Board and is tasked with managing the operation of OMT on the lands and buildings owned by OMCHA within the terms and conditions outlined in the OMCHA constitution.
- b. OMT has been established to provide an opportunity for members to enjoy the sport of tennis, meet new players, participate in social events, improve their game and encourage volunteerism and community of spirit in the Kelowna area.
- c. Promote the sport of tennis to OMT and the community.

2. COMPOSITION AND OPERATIONS

- a. The TC shall ideally be composed of 7 members with no less than 5.
- b. TC member must attend 75% of all scheduled meetings in order to be considered a member of the TC. If a member is unable to meet this requirement their position may be filled by another OMT member at the discretion of the TC.
- c. The TC shall elect one member who shall serve as the Committee Chair. The TC shall recommend to the Board, a Board member who shall serve as the TC liaison.
- d. The TC shall be responsible for the following operations:
 - i) Work collaboratively with the OMCHA Manager to oversee the administration and operations of OMT in accordance with the Managers Employment Agreement.
 - ii) Plan and develop all programs such as lessons, camps, leagues, tournaments, socials.
 - iii) Oversee membership including membership rates, policies and procedures of OMT.
 - iv) Negotiate annual contracts and do annual performance reviews with all tennis instructors and coaches which shall be sent to the Board for approval.
 - v) Prepare an annual operating budget for the Board to approve.
 - vi) Recommend Capital Improvements of the lands and buildings used by OMT to the Board.
 - vii) Enforce OMT and OMCHA rules.

3. TERMS OF OFFICE

- a. TC members shall serve a minimum two-year term and may serve no more than 6 consecutive years.
- b. The TC shall conduct elections to fill vacancies on the TC prior to the OMCHA AGM. Paid up OMT members may vote for the TC by email ballot.

- c. At the first OMCHA Board meeting after the AGM, the TC roster shall be presented to the board for approval.
- d. TC members shall not receive remuneration or derive any financial benefit from their role on the TC.

4. GOVERNANCE/ ACCOUNTABILITY

- a. The TC shall not maintain a bank account.
- b. Minutes will be taken at all TC meetings and the Tennis Liaison/ chair will forward these minutes to the OMCHA board within 2 weeks. The OMCHA Manager will file electronic copies of these minutes in the office.
- c. All revenues collected are considered general revenue of OMCHA.
- d. All TC meetings shall have a minimum quorum of 50% and decisions shall be by majority of the members present.
- e. TC shall be responsible for implementing policies and directives mandated by the Board.
- f. The TC shall create and continually update as necessary a policies and procedures manual for the members and operation of OMT.

5. SUBCOMMITTEES

Various sub committees will be created under the umbrella of the TC. Participants on these sub committees may or may not be members of the TC but will be members of OMT. These sub committees may include:

- i. Membership Committee
- ii. Facilities Committee
- iii. Social Committee
- iv. Tournament Committee
- v. Lessons and Camps
- vi. Leagues

