

**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

**Purpose**

- 1) Members in good standing of Troon St. James propose to establish a “tennis association” which shall:
  - a) Encourage play, good sportsmanship, friendly competition, and enjoyment of the game of tennis.
  - b) Encourage social interaction on and off the courts through various social activities.
  - c) Work with Troon St. James to continuously improve the quality and quantity of tennis facilities, and programs at St. James.

**Organization**

- 2) The name of this Association shall be the ST. JAMES TENNIS ASSOCIATION (SJTA).

**Fiscal Year**

- 3) The fiscal year of the SJTA shall be the calendar year.

**Membership**

- 4) Membership shall be open to all individuals who hold either a Troon Sport or Golf Membership in good standing, in any of the Troon St. James Clubs.
- 5) Written application for calendar-year membership shall be submitted to the Treasurer of the SJTA. Calendar year’s dues or prorated dues must accompany such applications as outlined in paragraph. Membership shall be effective immediately upon receipt of such application and dues.
- 6) Membership in good standing, shall entitle the member to participate in all SJTA-sponsored events.

**Dues**

- 7) Membership Dues shall be \$25.00 per person. Dues for new members will be prorated to half price as of July 1<sup>st</sup> of any calendar year.
- 8) Dues shall be paid within the first thirty (30) days of each year, except that dues for the first calendar year shall be paid as provided in paragraph 5.
- 9) Membership dues may be changed by two-thirds (67%) vote of the Board of Directors who are present at any regular or special membership meeting. Members will be notified of the change in membership fees for the following year by September 15<sup>th</sup>.
- 10) There will be no refund of dues for full or part-year members. The Board may consider cases with extraordinary circumstances.

**Officers**

- 11) The SJTA Board shall consist of the following members:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Member Communications Director

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- f. External Communications Director
  - g. Women's/New to St. James Tennis (NTSJT) Events Director
  - h. Men's/Mixed Events Director
  - i. Tournaments Director
  - j. Social Events Director(s) (1 or 2 people)
  - k. Webmaster
- 12) The term of each Board member shall begin on January 1<sup>st</sup> and shall end on December 31<sup>st</sup> of any calendar year. Board members are limited to two (2) years of consecutive service and are eligible to serve again after a one (1) year of absence from the Board.
- 13) The President and Vice President shall each serve for one (1) year. All other Board members shall serve for two (2) years. The Vice-President shall automatically become President for the following year. In the event the Vice-President is not available or decides not to assume the position of President, a current or former Board member of the SJTA in good standing may be elected by board vote.
- 14) The SJTA Board encourages Troon St. James management to maintain tennis representation of the SJTA Vice President on the Sports Advisory Committee.
- 15) SJTA Board member candidates shall be members in good standing of Troon St. James and the SJTA.

**Election of Officers**

- 16) The Board shall select the Chairperson for the Nominating Committee to manage the process no later than August 1<sup>st</sup> each year. The Nominating Committee Chairperson shall select 4 members, in good standing, to serve on the Nominating Committee no later than August 15<sup>th</sup>. It is customary, but not mandatory, to invite one retiring board member to be part of the nominating committee to help address job position and time requirement questions. Continuing board members are not eligible to be selected. The main responsibility of the committee is to review and discuss each nominee as a committee to identify qualified candidate(s) for the position.
- 17) The Nominating Committee will send an email (through the Member Communications Director) to the entire membership no later than September 1<sup>st</sup> indicating which Board positions are open, including the job descriptions, and solicit nominations from the membership. Members can nominate either themselves or someone else who has agreed to serve if elected.
- 18) The Nominating Committee, as well as the Board of Directors, may also identify additional nominees for any position during the September 1<sup>st</sup> to September 15<sup>th</sup> period. It will be up to a nominating Committee Member to discuss the position with the candidate to ensure they will serve if elected.
- 19) Nominations from this process will close on September 15<sup>th</sup>.
- 20) The Nominating Committee will provide the list of candidates to the Board of Directors by October 20<sup>th</sup>. If desired, candidates may provide a brief resume stating why they would like to serve on the Board and outline their backgrounds for members who don't know them.

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- 21) If there are multiple candidates for a position, a vote by the entire membership will take place from September 20<sup>th</sup> through October 5<sup>th</sup> via the SJTA website and/or paper ballot as necessary. Winning candidates for contested positions shall be determined by a plurality of all votes cast by the members who voted.
- 22) Candidates will be notified of the results prior to the Annual Meeting.
- 23) Members will be asked to vote their approval of the full slate of candidates for all positions at the Annual Business Meeting.
- 24) Nominations from the floor at the Annual Business Meeting will not be accepted.
- 25) The Board members for the following year will be introduced at the Annual Meeting.
- 26) In case any vacancy in any of the Board members occurs, the remaining Board members shall elect a member in good standing to fill such vacancy for the remaining term. Former Board members are eligible to be elected in this situation.

**Duties of Board Members**

- 27) See detailed Job Descriptions in Appendix.

**Meetings**

- 28) Regular Board Meetings shall be held monthly on the days designated by the then current Board.
- 29) Special membership meetings shall be called by the President, as the President deems necessary, or upon written petition of at least fifteen percent (15%) of the members.
- 30) The annual membership meeting shall be held in November of each calendar year. The date and time shall be designated by the President in order to maximize attendance by the membership, and to minimize conflicts with other social and sports activities.
- 31) Email notice of all membership meetings shall be sent by the Member Communications Director to each member at least two (2) weeks prior to such meeting.
- 32) A quorum for the transaction of business at any membership meeting shall consist of the members present in person at such meeting, provided, however, that no less than twenty-five percent (25%) of the membership is in attendance, including absentee ballots.
- 33) A quorum for the transaction of business at any Board meeting shall require more than fifty percent (50%) of the total Board members.

**Voting**

- 34) Voting for Board members shall be in accordance with the process outlined in paragraphs 16 through 23.
- 35) Each member of the SJTA is entitled to one (1) vote.
- 36) All matters subject to a vote at membership and/or Board meetings shall be decided by majority vote.

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**By-Law Amendments**

- 37) The BY-LAWS may be amended at any membership meeting by a two-thirds (67%) vote of the members present at such meeting subject to paragraph 32. No amendment shall be voted on without the two (2) weeks' notice to members, subject to paragraph 31.

**Governance**

- 38) Roberts Rules of Order shall govern in all matters not covered by the BY-LAWS.

**Liability of Members**

- 39) No Board member or member of the SJTA shall be personally liable for any bills or obligations of the SJTA, past or present, except for payment of his/her dues.
- 40) No Board member or member of the SJTA shall disburse funds or monies in his/her keeping that belong to the SJTA, subject to paragraph 27.
- 41) No person shall use the name, mailing list or official insignia of the SJTA for other than SJTA purposes without written authorization of the President.

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# Appendix

**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

Title: President	Revision Date: 8/2019
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**Position Overview**

The President shall represent the collective interests of the SJTA through directing the various social, philanthropic, and competitive events designed to promote and enhance the tennis community at St. James.

**Essential Job Functions**

- Call regular meetings to order
- Ensure follow up on requests/concerns of members
- Preside over annual meeting
- Ensure Board governance and protocol are followed
- Represent SJTA in the community
- Assign tasks to Board members and follow up on completion
- Ensure the Association funds are responsibly managed

**Non-essential Job Functions**

- Attend Association social activities
- Participate on various planning and activity committees as required

**Requirements**

- Member of Troon St. James and SJTA in good standing
- Resident of St. James
- Served at least 1 year on the Board or has had previous SJTA Board experience

**Other Skills/Abilities**

- Computer Skills-word processing
- Excellent Communications Skills
- Excellent Planning & Organization Skills
- Facilitation Skills
- Conflict resolution skills

<b>NOTE:</b> This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.
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**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

Title: Vice-President	Revision Date: 8/2019
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**Position Overview**

The Vice President shall represent the collective interests of the SJTA and serve as the back up in the event the President is unable to tend to Association duties.

**Essential Job Functions**

- Maintain the history of the SJTA document
- Send get well and condolence cards to members in need
- Send welcome package to new members (via e-mail)
- Update SJTA brochure and welcome package to include having them printed if required
- Preside over Board meetings during absence of President
- Attend the Sports Advisory Committee meetings as a liaison between SJTA and Troon St. James management
- Represent the SJTA in the community

**Non-essential Job Functions**

- Attend Association social activities
- Participate on various planning and activity committees as required

**Requirements**

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

**Other Skills/Abilities**

- Computer Skills-word processing
- Excellent Communications Skills

<b>NOTE:</b> This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.
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**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

Title: Treasurer	Revision Date: 11/2022
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**Position Overview**

The Treasurer shall represent the collective interests of the SJTA through ensuring that all of the financial aspects of the Association are tended to properly (receipts, disbursements, recordkeeping).

**Essential Job Functions**

- Prepare annual budget for SJTA Board approval
- Report monthly bank balance and comparison of actual income and expenses vs. budget
- Prepare annual financial summary to SJTA membership for the annual meeting
- Pay bills authorized by the Board on a timely basis
- Reconcile bank statements monthly and maintain current signature card
- Collect and deposit membership, tournament, and other fees collected by the Association
- Provide the Member Communications Director and Vice President with new member information
- Maintain and update membership database to include names, addresses, emails, and contact numbers

**Non-essential Job Functions**

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required

**Requirements**

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

**Other Skills/Abilities**

- Computer skills-word processing, spreadsheets
- Financial Acumen

**NOTE:** This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.



# ST. JAMES TENNIS ASSOCIATION

## BY-LAWS WITH POSITION DESCRIPTIONS

Title: Member Communications Director	Revision Date: 11/2022
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### Position Overview

The Member Communications Director shall represent the collective interests of the SJTA through utilizing the various communications vehicles to promote the activities and interests of the tennis community at St. James.

### Essential Job Functions

- Ensure the Troon St. James website is accurate and up to date.
- Maintain email member distribution lists and member access to the SJTA website
- Work with External Communications Director to maintain rolling 12-month communications/public relations plan for SJTA events
- Distribute communications to SJTA members
  - SJTA newsletter
  - Monthly communication including a summary of the minutes from the previous month's SJTA Board meeting
  - Send email reminders on tournaments, round robins, and social activities
  - Publish results from SJTA/USTA/BCTA events involving SJTA members
  - Work with the Social Director(s) on announcements, invitations, and general updates for social and charity events.
- Solicit and organize additional volunteers as needed
- When requested by the responsible Board member, generate publicity and an online sign up forms for SJTA events. Provide sign up information to that Board member
- If requested by the SJTA Tournaments Director and the Troon Director of Tennis, provide support as follows for the St James Intramural Tennis program:
  - Promote and publicize upcoming league seasons, solicit and identify volunteers for Intramural leadership positions
  - Publicize, administer, collate and distribute player sign up lists for each Intramural season

### Non-essential Job Functions

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required

**Remarks:** Based on available skill sets and when mutually agreed, responsibilities may be temporarily exchanged between the two Communications Board members

### Requirements

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

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**BY-LAWS WITH POSITION DESCRIPTIONS**

**Other Skills/Abilities**

- Computer skills including word processing such as WORD, Google Groups, Google Sheets, helpful to be familiar with email applications such as Mailchimp and evite applications such as Pingg
- Excellent Communications skills
- Organizational Skills

**NOTE:** This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.

# ST. JAMES TENNIS ASSOCIATION

## BY-LAWS WITH POSITION DESCRIPTIONS

Title: External Communications Director	Revision Date: 11/2022
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### Position Overview

The External Communications Director shall represent the collective interests of the SJTA through working with the local press outlets by providing interesting stories/results and photographs promoting the activities of the SJTA.

### Essential Job Functions

- Work with Member Communications Director to maintain rolling 12-month communications/public relations plan for SJTA events
- Establish and maintain a working relationship with the local media (e.g., State Port Pilot, Cat-Tales, St. James Marketing, “What’s Up St. James”, etc.)
- Prepare articles and/or press releases for local media
  - Ensure all SJTA tournaments, any charity event(s), etc. are announced in a timely manner
  - Report event results (w/photos) for all SJTA sponsored events
  - Report on St. James teams participating in USTA leagues/state tournaments
  - Assist in preparation of feature articles for Cat-Tales publications, as needed
  - Prepare articles for the POA Sports Newsletter
- Report monthly on public relation activities to the SJTA Board, as relevant
- Serve as the SJTA photographer (or arrange substitute) for all SJTA events
- Edit and prepare photos for publication on POA and Clubs website(s)
- Prepare photo slideshow (with music and captions) for the annual SJTA Board meeting
- Solicit and organize volunteers as needed
- Maintain the SJTA website, and ensure that St James POA website shows up to date links and other information for SJTA
- If requested by the SJTA Tournaments Director and the Troon Director of Tennis, support the Intramural Tennis program by publicizing upcoming and in-progress Intramural play through external media targeted at non-SJTA Sport and Golf members of The Clubs at St James

### Non-essential Job Functions

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required

**Remarks:** Based on available skill sets and when mutually agreed, responsibilities may be temporarily exchanged between the two Communications Board members

### Requirements

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

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**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

**Other Skills/Abilities**

- Computer Skills-word processing
- Excellent communications and organizational skills
- Basic photography skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.

**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

Title: Men's/Mixed Doubles Events Director	Revision: 8/2019
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**Position Overview**

The Men's/Mixed Doubles Events Director shall represent the collective interests of the SJTA through arranging, communicating, and managing the monthly Men's and Mixed Doubles Round Robin events. Work with the Women's/NTSJT Events Director and Social Director(s) to plan and coordinate Super Round Robin Events.

**Essential Job Functions**

- Conduct Monthly Men's/Mixed Round Robin tennis events
  - Reserve Courts
  - Announce event to ensure participation
  - Obtain needed materials (board, markers, RR book, balls, and gift certificates) from office
  - Oversee and participate in play, determine winners and runners-up, and award prizes
  - Maintain records of participation in all events
- Organize and conduct other SJTA-sponsored round robin events (e.g., Super Round Robins)
- Communicate results to the Member Communications Director, External Communications Director, and Treasurer

**Non-essential Job Functions**

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required
- Aid Women's/NTSJT Events Director if necessary

**Requirements**

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

**Other Skills/Abilities**

- Computer Skills-word processing, spreadsheets
- Excellent Interpersonal Skills
- Organizational Skills

<b>NOTE:</b> This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.
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# ST. JAMES TENNIS ASSOCIATION

## BY-LAWS WITH POSITION DESCRIPTIONS

Title: Women's Events/New to St. James Tennis Events (NTSJT) Director	Revision Date: 8/2019
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### Position Overview

The Women's events coordinator shall represent the collective interests of the SJTA through arranging, communicating, and managing the monthly Women's Round Robin and NTSJT events. Work with Men's/Mixed Round Robin Director and Social Director(s) to plan and coordinate Super Round Robin events.

### Essential Job Functions

- Conduct Monthly Women's Round Robin tennis event
  - Reserve Courts
  - Announce event to ensure participation
  - Obtain needed materials (board, markers, RR book, balls, and gift certificates) from office
  - Oversee and participate in play, determine winner and runner-up, and award prizes
  - Maintain records of participation in all events
- Organize and conduct other SJTA-sponsored round robin events (e.g., Super Round Robins)
- Organize and conduct monthly NTSJT Events
  - Reserve Courts
  - Announce event to ensure participation
  - Obtain needed materials (board, markers, RR book, balls, SJTA brochures)
  - Oversee and participate in play
  - Follow-up with participants regarding needs and inquiries
  - Maintain records of participation in all events
- Communicate results to the Member Communications Director, External Communications Director, and Treasurer

### Non-essential Job Functions

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required
- Aid Men's/Mixed Doubles Events Director if necessary.

### Requirements

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

### Other Skills/Abilities

- Computer Skills-word processing, spreadsheets
- Excellent Interpersonal Skills
- Organizational Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.
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**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

Title: Social Events Director(s)	Revision Date: 11/2023
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**Position Overview**

The Social Events Director(s) shall represent the collective interests of the SJTA through directing and coordinating the various social events sponsored by the SJTA.

**Essential Job Functions**

- Work with the Board to design and develop a variety of social events throughout the year for the benefit of the SJTA membership. Social events are intended to facilitate the interaction of members across playing levels.
- Work with the Treasurer to formulate the budget for annual social events. Determine participant charge, when appropriate, for events in order to operate within the approved budget.
- Plan, organize, and run social events to include reserving the event site, food, beverage, decorations, supplies, cleanup, and entertainment.
- Maintain effective working relationships with the POA, Troon St. James, tennis professionals, and other vendors in support of social events. Reserve venues including but not limited to St. James Community Center, Waterway Park, Woodlands Park, Beach Club, and Club facilities.
- Solicit and organize additional volunteers as needed to support social events
- Assist with planning the SJTA Annual Business Meeting
- Work closely with the Tournament Director to coordinate the social events held in conjunction with SJTA tournaments
- Work closely with the Member and External Communications Directors to ensure promotion of events

**Non-essential Job Functions**

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required

**Requirements**

- Member of Troon St. James and SJTA in good standing
- Full-time resident of St. James

**Other Skills/Abilities**

- Excellent communication and organizational skills
- Comprehension of budgets and spreadsheets

<b>NOTE:</b> This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.
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# **ST. JAMES TENNIS ASSOCIATION**

## **BY-LAWS WITH POSITION DESCRIPTIONS**

<b>Title: Tournaments Director</b>	<b>Revision Date: 11/2022</b>
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### **Position Overview**

The Tournaments Director shall represent the collective interests of the SJTA through coordinating the various SJTA tennis tournaments.

### **Essential Job Functions**

- Serve as liaison with the Troon St. James tennis staff regarding the planning and management of all SJTA-sponsored tournaments. The tennis staff will handle court scheduling and planning the draws.
- Establish and maintain a yearly tournament calendar including all events (including rain dates)
- Establish and manage budget for SJTA-sponsored tournaments
- Monitor and maintain the SJTA tennis ball inventory to ensure an adequate supply be available for all SJTA tournaments and round robins.
- Purchase prizes and participant gifts as appropriate for SJTA-sponsored tournaments
- Work with the SJTA Social Director(s) to coordinate any social events held in conjunction with a SJTA-sponsored tournament
- Serve as a liaison to all SJTA members in order to:
  - Encourage participation for all tournaments
  - Answer questions, concerns, and suggestions regarding tournaments
- Provide debrief and feedback from all tournaments to the Board and recommended actions to increase both level of participation and increased enjoyment by participants and members
- Solicit and organize additional volunteers as needed
- Act as primary point of contact regarding the Intramural Tennis League program for interactions between Troon/The Clubs, the League Commissioner(s) and Captains, and the SJTA Board
- Offer to the Intramural Commissioner(s) and Captains his or her expertise and assistance in the organization of each season of Intramural play, in accordance with the most recent version of the St James Intramural Tennis White Paper

### **Non-essential Job Functions**

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required
- Assist Social Events Director(s) as needed for social events associated with a tournament

### **Requirements**

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

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**Other Skills/Abilities**

- Computer skills-word processing, spreadsheets
- Excellent Communications Skills

NOTE: This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.

**ST. JAMES TENNIS ASSOCIATION**  
**BY-LAWS WITH POSITION DESCRIPTIONS**

Title: Secretary	Revision Date: 8/2019
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**Position Overview**

The Board Secretary shall represent the collective interests of the SJTA through maintaining records of Board meetings and Annual meeting and archiving such minutes so as to serve as reference regarding future matters that may come to the Board's attention. Maintaining copies of official SJTA documents.

**Essential Job Functions**

- Draft minutes of all Board meetings and distribute to Board members within 1 week after meeting. Make corrections and get approval at the subsequent Board meeting.
- Maintain copies of the official SJTA documents including, but not limited to, monthly Board meeting minutes, annual meeting minutes, and bylaws
- Provide a summary of the monthly Board meeting minutes for distribution to the membership by the Member Communications Director

**Non-essential Job Functions**

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required

**Requirements**

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

**Other Skills/Abilities**

- Good computer skills-word processing, working with Google Groups and Google Sheets or other document sharing tools
- Excellent communications skills

**NOTE:** This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.

# **ST. JAMES TENNIS ASSOCIATION**

## **BY-LAWS WITH POSITION DESCRIPTIONS**

<b>Title: Webmaster</b>	<b>Revision Date: 11/2023</b>
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### **Position Overview**

The SJTA Webmaster shall represent the collective interests of the SJTA by maintaining, updating, and providing creative content for the Association website to promote the activities and interests of the tennis community at St. James.

### **Essential Job Functions**

- Ensure the St. James Tennis Association website is accurate and up to date. Add, eliminate, and archive website pages or other information throughout the year.
- Coordinate with and solicit info from SJTA event leaders (Tournament, Social, RR) and use Troon emails along with SJTA electronic messages to update website on a weekly basis.
- Use personal creativity and organizational skills to present a balanced, visually appealing, and informative web experience for SJTA members.
- When requested by the responsible Board member, generate and manage online sign-up forms for SJTA events. Provide sign up information to that Board member(s) or event leaders.
- Administer board member access to the SJTA website. Keep web hosting service account payment current with website provider(s).
- Work with External Communications and Member Communications Directors to maintain rolling 12-month communications/public relations plan for SJTA events. Coordinate photo and video archives for SJTA events.
- Solicit and organize additional website volunteers as needed. Provide training and develop skills in website management with future SJTA Webmasters.

### **Non-essential Job Functions**

- Attend Association social activities
- Represent SJTA in the community
- Participate on various planning and activity committees as required

**Remarks:** Based on available skill sets and when mutually agreed, responsibilities may be temporarily exchanged between the Webmaster and the two Communications Board members

### **Requirements**

- Member of Troon St. James and SJTA in good standing
- Resident of St. James

### **Other Skills/Abilities**

- Computer skills including website management (currently Weebly, but other systems are useful also), graphics and photo editing applications such as Photoshop, PowerPoint, Paint, etc., word processing such as MS Word, Google Groups, Google Sheets. Helpful to be familiar with email applications such as Mailchimp and evite applications.
- Excellent Communications skills
- Organizational Skills

<b>NOTE:</b> This outline is not intended to be all-inclusive. Board member may perform other related duties as requested to meet the needs of the SJTA.
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