



Tennis at Cal Officer Guidelines – FALL 2015

Thank you for taking the time to consider applying for a Tennis at Cal officer position! There are several vacancies on the officer board for FALL 2015, and we are seeking enthusiastic tennis players that are ready to bring this club to another level. The club is looking for **dedicated, passionate, and qualified** individuals to lead the club!

You are welcome to apply to three officer positions and we will consider them as we see fit when assessing your candidacy. Presidency is not open to new officers.

OFFICER BOARD POSITION DESCRIPTIONS

<i>President</i>	Ultimate head of accountability on all levels; oversees officer meetings and general club direction; manages general correspondence via club e-mail.	<i>Practice Coordinator</i>	Sets up practice schedule; ensures that all courts are reserved for practices, purchases tennis balls and distributes to officers; oversees Practice Officers.
<i>Tournament Director</i>	Plans and organizes singles, doubles, ladder and WTT tournaments; purchases tournament prizes; handles tournament sign-ups and questions.	<i>Social Chair</i>	Plans, organizes, and advertises 2 to 3 club social events per semester, manages club photo gallery; maintains social networking page.
<i>Secretary</i>	Manages club membership; takes meeting minutes and e-mails to officers; designs and prints club flyers; organizes end-of-semester banquet.	<i>Treasurer</i>	Manages club funds, reimbursements, & allocation; influences decisions to maintain surplus in club funds; MUST attend ASUC workshop.
<i>Practice Officer</i>	Wakes up at 6am to call and reserve courts; runs general practices; attends all practices, socials, tournaments, and officer meetings.	<i>Webmaster</i>	Responsible for maintaining and updating club website. Required only to attend first and last officer meetings.

OFFICER BOARD DUTIES

Every officer is responsible for the following duties, in addition to the specifics above:

- Waking up the day before practice at **6 am** to call RSF to reserve assigned court. RSF membership required.
- Tabling; advertising beginning-of-semester general meetings.
- Overseeing four (4) two-hour practices per month.
- Attending weekly officer meetings.
- Attending **every** general meeting (2 to 3 meetings).
- Attending **all** TAC social events (2 to 3 per semester).
- Running shifts during club tournaments.
- Sending e-mail updates, managing Facebook and website posts, and maintaining division rosters and scores.
- Assisting other officers with miscellaneous tasks.

****PLEASE NOTE:** Officers are required to forego playing privileges when running practice if there is an odd number or already max number of players.