

OTLBC Board Nominations Prospectus 2020



The OTLBC, your “Cottage in the City,” is looking for new Board members to help it fulfill its vision the OTLBC as an outstanding tennis and recreation club for all ages and levels, with an engaged membership. The Board is looking for active members who want to take a leadership role and have experience in: **accounting and financial planning; construction and engineering; legal practice.**

The OTLBC has a high-functioning, strategic-minded Board of Directors that meets monthly and is focused on achieving the strategic goals of the club.

The Board needs new members who are:

- Engaged and strategic thinkers who are committed to the long-term success of the club
- Willing to bring their professional expertise to work and advise on the club’s business operations
- Team players with excellent communication skills
- Enthusiastic and financially support the club’s fundraising initiatives
- Ethical and adhere to the OTLBC values
- Ready and able to serve as internal and external ambassadors

Board Members are expected to:

- Be a Class A voting member in good standing
- Attend 10 meetings per year plus a social event
- Have some previous experience on not-for-profit boards (new members receive orientation and training)
- Make a personally meaningful gift to the Clubhouse Restoration Campaign

In 2023, OTLBC will celebrate 100 years at Cameron Avenue. Key milestones for the Board by 2020-2022 include:

- The Clubhouse Restoration Campaign will be well advanced or completed, and raised at least \$1.5 million.
- A business plan will foster sustainability and build on partnerships with the Ottawa Sports & Social Club (OSSC), the Cameron restaurant and sponsors.
- OTLBC will be more closely integrated with the communities it serves (members, Old Ottawa South, regional tennis community and local schools).

To realize this vision, OTLBC must:

- Leverage available opportunities (sponsors, business partners, and links with the city and local tennis community).
- Develop an active and accomplished fundraising campaign committee of key supporters.
- Maintain a consistently high-performing leadership group (Executive Director, Board members, staff and tennis professionals).
- Have a strong succession plan for the Board that ensures continuous access to professional expertise in specific areas (fundraising, business and financial planning, communications, law, construction, project management and management of not-for-profit/charitable organizations).

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The OTLBC Board seeks expertise in the following areas.

Accounting and Financial Planning

Your strong skills as an accountant will support your role as Treasurer of the Board. You will be involved in overall budgeting and cost-centre analysis, and support business planning and ongoing operations. You will assist in administering donations to the fundraising campaign and provide regular financial updates to the Board with the support of the Executive Director. You will participate in the annual audit and summarize findings during the Annual General Meeting.

Construction and Engineering Skills

You have experience with small to mid-sized construction and renovation projects on historic buildings. You have worked as a project designer, manager, planner, engineer or architect at a construction-related firm. You will support the Buildings and Grounds Committee during the clubhouse restoration project. You are familiar with managing capital asset plans and will help the Board manage OTLBC's capital assets in a cost-efficient and fiscally prudent way.

Legal Expertise

You are a lawyer in the private sector or retired from the public sector who is interested and comfortable working in not-for-profit law. Reporting to the Board of Directors, you will be responsible for a review of the club's bylaws and other governing policies and practices. You will support the club during contract negotiations, and advise on the Board's governing policies and procedures. As chair the Governance and Nomination Committee you will present recommended candidates for election to the Board during the Annual General Meeting.