

## Co-President Responsibilities 2023/24

Date	Task	Person
	Meetings	KB
	Enforce Bylaws	K
	Ensure governance docs review	K
	Monitor Club communication	KB
	Monitor finances	KB
	Monitor match stats	B
	Form committees as needed	KB
	Liaise with committees/volunteers:	
	Beginners	B
	Capital Projects	K
	Coaching	B
	Facilities	K
	Gardening	K
	Green	B
	Kitchen	B
	New Player Mentoring	B
	Player Evaluation	B
	Governance	K
	Recognition	K
	Scorekeepers	K
	Social	B
	Tech	KB
	Tennis Pro	B
	Tenniscodes	K
	Liaise with resort manager re facilities	K
	Rep at EVSTL meetings	KB
	Correct team imbalances (rosters)	B
	Replace missing officers	KB
	Prepare and administer Club calendar	K
	Oversee tournaments	K
	Appoint volunteer coordinators	KB
	Oversee rating of new members	B
	Oversee court bookings	K
	Anything to perpetuate good will and goals of Club	KB