

DTC Board Members, Responsibilities and Latest Election Dates

Name	Officers of the Board of Directors	Election Date
Kelli O'Neill	President The President shall be the chief executive of the corporation and preside at all meetings of the DTC and the Board of Directors. In addition, s/he shall appoint all committees with the concurrence of the Board; coordinate strategic plans, objectives and projects in consultation with the Board or a committee; sign checks and collaborate with the Treasurer when accounting for club funds; sign contracts and agreements or other official documents; have general supervision over the business and affairs of the accounts and general concerns of the DTC; and be an ex-officio member of all committees.	February 2020
Annemarie Zurborg	Vice President The Vice President, in the absence of the President, shall preside at the meetings of the board of Directors and shall assume the duties of the President during his/her absence.	February 2021
Kathi Wahed	Secretary The Secretary shall keep the minutes of all DTC Board of Directors meetings and the General Meeting; be a custodian of all documents of the DTC; distribute minutes of board meetings for approval, and publish a final version for board approval; be responsible for Club correspondence; and give notice to all Board members of regular and special Board of Directors meetings.	February 2021
Julie Kuo	Treasurer The Treasurer shall be responsible for keeping a full and accurate record of the accounts of the receipts and disbursements of the DTC; monitor income, expenses and account balance and summarize monthly; present financial reports monthly to the board; pay for approved activities of the board and the club members assuring receipts are provided for each expense; maintain an accounting of all recurring payments such as bank fees, liability insurance, court fees, team fees, etc. The Treasurer also serves as the liaison to the Club Professional(s).	February 2021

Additional Board Members

Vacant	Public Relations, including the Newsletter The Newsletter Editor shall collect information for DTC newsletter. Role involves; preparing and proofing copy, emailing final newsletter to members and prospective non-members, and posting to DTC web site. In addition, editor will assist in proofreading and mailing the DTC roster and publishing Board meeting minutes. The newsletter will be in electronic form, but a paper newsletter will be available to membership upon request. The PR role also involves writing press releases for DTC events and news that will be submitted to local media.	N/A
Grace Vaughn	Membership Chair The Membership Chair shall coordinate membership records; prepare and distribute annual club roster; provide up to date membership application for membership renewal; provide membership flyers and distribute to club members to recruit new members; distribute membership applications to community sites such as recreation department, libraries sports stores, tennis stores, etc.; keep membership changes up to date and provide periodic updates for publication in the newsletter; contact new members and invite them to club activities.	February 2020
Janine Carlson	Women and Men SATA Interclub Coordinator	February 2021

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	The Interclub Coordinator shall oversee the development and participation of SATA/USTA league play. This includes recruitment and naming of league representatives and team captains; provide direction and leadership to league Coordinator(s) and captains; distribute SATA Fall, Summer, and Spring league Roster packets to league representatives and captains; assure team rosters are submitted by deadline; mentor representatives and captains regarding roster and club rules; assure team fees are collected and submitted to Treasurer.	
Janine Carlson	Webmaster The Webmaster shall maintain web host contract; administer the web site; post Club news to Web site; and update web information for membership regularly.	February 2020
Dale Hersch Sally Hosley	Tournament Directors The Tournament Director shall direct and oversee tournament events for DTC activities; advertise events as needed; assign duties to event coordinators to set up and close down events; work with interclub/ intraclub coordinators to set up events; manage write ups for the newsletter prior to and following each event, to include information location, time, participants, draws, event outcomes, and summary of event; and assist the President and Vice President with updates to the annual Calendar of Events.	N/A
Sharon Opfell	Social Activities Director The Social Activities Director shall direct and oversee social events; advertise events as needed; set up and close down events; manage write ups for the newsletter prior to and following each event ; inform the other board members with updates to the annual Calendar of Events concerning the dates of Social activities; and report results to Board.	February 2021
George Haver	DTC Liaison to the City of Davis/DJUSD The City of Davis Liaison shall provide communication between the DTC and the City. The DTC and DTC members shall bring questions, concerns, regarding these matters to the attention of the City Liaison for the purpose of reporting such or, when possible, resolving such matters. The City of Davis Liaison shall report status of all activities directly to the Board of Directors, communicate with the City as necessary and attend City Council meetings as appropriate with the President, and/or other Board Members. The DTC shall report all court needs to the City; such as, repair of nets, light malfunctions, etc. The DJUSD Liaison shall provide communication between the DTC and the DJUSD. The DTC members shall bring questions, concerns or requests of the DJUSD to the attention of the DJUSD Liaison for the purpose of reporting such, or, when possible, resolving such matters. The DJUSD Liaison shall report status of all activities directly to the Board of Directors, communicate with the DJUSD monthly and attend DJUSD meetings as necessary; and shall report as necessary to the DTC Board of Directors.	February 2020
Dennis Anderson	Clubhouse Manager The Clubhouse Manager shall monitor the condition of the clubhouse and initiate or propose measures for maintenance or improvements.	February 2021