

# BTC Committee Descriptions

*Revised 1/1/14*

<b>Committee</b>	<b>Description</b>
<b>Grounds</b>	The grounds committee presides over the maintenance of all land, courts, buildings and equipment owned by the Club. The committee tours the site quarterly reporting its findings to the Board; annually the committee submits budget priorities to the Finance Committee. The committee is involved in various special projects and advises the Board on on-going maintenance, landscaping and planning for capital improvements.
<b>Membership</b>	The membership committee oversees all membership acquisitions, renewals and related payments. Committee members help to integrate new members into the club through various means, including orientations and introductions to suitable programs and players. Committee members also participate in membership marketing and in soliciting membership feedback.
<b>Tennis Programming</b>	The programming committee oversees the provision of quality, accessible and enjoyable tennis programs for varied levels and ages. Committee members serve as team captains, coordinate round robins, administer our ladder play, assist with tournaments and develop plans for new programming ideas for submission to the Board.
<b>Communications</b>	The communications committee provides timely communication of club activities to members and the public. Activities include updating our online presence: website, search engine optimization, social media; implementing PR strategies and creating content for our blog. We welcome web specialists, writers, photographers, graphic designers and other communicators.
<b>Finance</b>	The finance committee works with the Treasurer to oversee financial responsibilities. The committee helps in creating reports, assessing costs and evaluating appropriate controls. Committee members also participate in long-range financial goals along with strategies to achieve them.
<b>Hospitality</b>	The hospitality committee promotes fellowship throughout the club via social/outreach activities and events that welcome members and soon-to-be-members. Committee members help to fulfill the social events calendar approved by the board and also develop plans for new social events for submission to the Board.
<b>Fundraising</b>	The fundraising committee develops and implements strategies to secure financial donations and other funding. Funding sources include auctions and events, grants, sponsorships, planned giving, etc.
<b>Nominating Committee</b>	The nominating committee oversees the selection and recommendation of Board Members
<b>Long Range Planning</b>	The long range planning committee reviews all aspects of the club - physical, organizational and programmatic - with an eye to making recommendations for improvement and developing strategies to achieve those goals. Planning activities include the upcoming 100 year anniversary of BTC in 2017.
<b>Bylaws</b>	The bylaws committee reviews and updates the Club's Bylaws as needed and submits recommendations to the member-owners of BTC.