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**EXECUTIVE POSITION JOB DESCRIPTION**

**Executive Role:** Teams

The Teams Executive will act as the liaison between the club and the Intercounty Tennis Association (ICTA).

**Responsibilities:**

* Attend ICTA meetings and represent the club
* Recruit captains for club teams
* Communicate pertinent information from the ICTA to the team captains
* Assist team captains with any issues/questions that may arise
* Be involved with all 3 teams (Mixed A, Mixed B and Mixed C)

**Skills required:**

* Patience
* Good communication and organizational skills