

Craig-y-Don Community Tennis Club

Secretary Role Description

The secretary is an elected member of the management committee and handles the basic administration, to ensure the smooth running of the facility. It is a demanding high profile role that has a major impact on the efficiency and effectiveness of the management, including making records, correspondence and other communications. Experienced secretaries will tell you that their duties often expand beyond what is normally expected of them.

What makes a good Secretary?

- Methodical and reliable
- A good communicator
- Ensure all delegated tasks are actioned
- A good planner
- Good organisational skills
- Be able to lead and supervise others
- Be able to delegate
- Be a competent computer user

Roles and Responsibilities

- Being the first point of contact for all enquiries
- A key representative at meetings
- Affiliating the place to play to the LTA and local leagues
- Dealing with correspondence
- Registering members
- Organising the AGM
- Organising and attending all management committee meetings
- Taking and distributing minutes
- Maintaining accurate records
- Ensuring action points from meetings have been carried out
- Collecting and analysing information from the members (e.g., membership information)

Estimated Time Commitment

10 Management Committee meetings per annum, 1 AGM, County AGM, other meetings as required.

2 – 3 hours per week throughout the year.

Key Relationships

Coach, Members, Management Committee, LTA, Local LTA Office.

