

Secretary Role Description

Secretary

Responsible for the administration and running of the club.

Main duties

- To deal with all enquiries and correspondence in an efficient and timely manner, as the club's main contact
- To support the chairperson in the running of management committee meetings and the annual general meeting (AGM), writing and circulating the agenda and minutes (meeting notes)
- To complete the annual venue registration with the LTA
- To maintain accurate records
- To circulate information from the County Tennis Association, plus regional and national LTA office to members as appropriate

Skills and traits

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills

Key Relationships

- Chairperson and management committee
- All volunteers at the venue
- Local County Tennis Association

Time commitment

- Attendance at management committee meetings and the AGM
- Attendance at LTA club forums
- 4 hours per week

Criminal records check

- Dependent on their contact with children and/or adults at risk and/or access to confidential information