

Aldingbourne Tennis Club (ATC)

Secretary Role Description

Overview of the Role

The Secretary conducts the administration and running of **ATC**

What you will be doing

Exact responsibilities to be agreed (and may be shared) but will likely include:

- Dealing with all enquiries and correspondence as the club's main contact, including responding to potential new members
- Maintaining accurate records, including a database of members using the **LTA ClubSpark** platform
- Issuing welcome e-mails to new members, including parents of junior members, and overseeing membership renewals using the **LTA ClubSpark** platform
- Circulating relevant information from the **LTA** and completing the annual **LTA** venue registration
- Editing and developing the **ATC** website, using the **LTA ClubSpark** platform
- Supporting the chairperson in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes

Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills
- Experience of editing a website would be ideal

Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week
- You will be required to attend management committee meetings and the AGM

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