

Club officers and committee members

There are four club officer positions and three additional committee members on the committee.

The four club officers are

- Chair
- Treasurer
- Secretary
- Welfare Officer

The three committee members would ideally each have specific responsibilities covering

- Membership
- Facilities
- Activities

The following is a brief description of the role of each committee member, although there is some flexibility in this regard.

Officers

- **Chair** provides leadership to the Club, chairs the meetings and is the main point of contact for the wider community. The chair is responsible for ensuring other officers do their job.
- The **Treasurer** manages the money and the accounts and also manages ClubSpark, which is the main cash register for the Club. This includes maintenance of the member records and the administration of renewals, payment collection and so, as most of that happens automatically in ClubSpark.
- The **Secretary** is the main point of contact for correspondence and arranges the AGM and committee meetings. They are responsible for recording minutes and action points at committee meetings and the AGM. They are also responsible for LTA registration.
- The **Welfare Officer** ensures safeguarding policies are in place in a way that is compliant with LTA requirements. They are responsible for ensuring coaches, officers and members comply with the relevant policies. The Welfare Officer will liaise with the Secretary to ensure we comply with all the requirements necessary for LTA registration.

Committee members

- **Membership:** internal communication with members and external publicity and recruitment of new members. They are also responsible for welcoming new members, the members pack and maintaining the website.
- **Facilities:** ensuring the courts, lights, fences and hut are well maintained and liaising with the VHSC to ensure they carry out their responsibilities.
- **Activities:** developing sporting, coaching and social activities at the club, including Club Night, the team, private coaching and any other activities (including social). The main point of contact for the club's registered coaches.