

BTC Committee Roles

Chair

- Chair AGM and committee meetings
- Spokesperson for the club

Deputy Chair

- Supports chair in decision making
- Oversees long-term strategy for the club
- Cover if Chair is not available

Secretary

- Liaise with chair to organise AGM and committee meetings
- Organise and minute club meetings

Treasurer

- Manage club accounts and P&L
- Long-term club finance planning
- Grants and funding co-ordination

Membership and Communication

- Oversees ClubSpark membership management
- Oversees email and website communication

Coach Representative

- Adult and junior coaching management
- LTA and tennis mark representative
- Inputs on long-term planning
- Co-ordinate club competitions

Events Management

- Plan and co-ordinates social and club events
- Including family and other club days

Facilities Management

- Manages maintenance of club courts and grounds

League/LTA Representative

- Represents league captains & attends LTA meetings & feeds back to committee

Members' Representative

- Ensure decisions are made in interests of all members (non-league players)
- Village Hall liaison (BVHRT)

Welfare Officer

- Oversees safety, diversity and inclusion in the club

Committee Member

- Supports Event Management and other Committee activities as and when required