

COMMITTEE ROLES AND CURRENT POSTHOLDERS 2022

Chairperson

Responsible for the overall management and direction of the club.

- To work with the secretary to arrange committee meetings, agenda items and minutes (meeting notes)
- To host committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the club
- To ensure the club runs efficiently, working with the treasurer to ensure the income is enough to meet running and development costs
- To host the Annual General Meeting (AGM) updating all members on key club news

Postholder: Louisa Burnand

Secretary

Responsible for the administration and running of the club.

- To deal with all enquiries and correspondence in an efficient and timely manner, as the club's main contact
- Handle any complaints by ensuring the correct procedures are followed
- To support the chairperson in the running of 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

Postholder: Jackie Speechley

Social secretary

Responsible for organising and promoting social activities within the club.

- To work with the committee to establish a programme of social activities
- To liaise with people wanting to book the venue and ensure a calendar is maintained and that relevant hire fees are collected
- Joint Licensee with Mindaugas (Mindy) Burzdzius (bar steward)

Postholder: Rocky Hirani

Bar Steward

- Responsible for management of the bar
- Stocks bar & keeps inventory
- Appoints keyholders to assist with running of bar in his/her absence
- Handles all finances associated with the bar in close liaison with treasurer
- Joint Licensee with Rocky Hirani (social secretary)

Postholder: Rocky Hirani & Hakeem Khalil

Men's & Ladies' captains

- Responsible for overseeing the competitive & social side of men's & ladies' tennis respectively
- Be available as a representative for all male/female club members, competitive and non-competitive
- Work closely with the committee in the interests of male/female members
- Encourage and assist the team captains in organising and selecting teams for matches
- Attend meetings of the Committee

Postholders: Jean Chalaby & TBA

Treasurer

- Responsible for the management of club finances
- To be responsible for financial planning, including an annual budget and monitoring spend/income against this

- To maintain accurate and up-to-date financial records
- To provide a financial update at each committee meeting
- To annually collect and bank all membership fees and money due to the club
- To pay all bills and issue receipts
- To prepare end-of-year accounts to present to the auditors and at the AGM
- To make recommendations to the committee on increasing efficiency through appropriate cost savings

Postholder: Hakeen Khalil

Membership secretary

Responsible for managing the annual renewal process for all members and dealing with all new enquiries.

- Process all new applications and annual renewals
- Maintain up to date membership records and an archive of previous years
- Maintain an email distribution list
- Ensure confidentiality of membership details in keeping with Data Protection Act
- Send out all member emails on behalf of committee or other members
- Order membership shoe tags
- Ensure maximum uptake of BTM by regular chasing of members
- Manage the Wimbledon draw
- Report to committee on numbers and fees received

Postholders: Richard Ormerod & TBA (job share)

Fixtures Secretary

Responsible for liaising with Middlesex LTA and agreeing how many teams are entered into competitive leagues and agree dates with other clubs.

- To register teams for appropriate leagues
- To arrange matches with other clubs, working closely with team captains
- To produce a fixture list and communicate to all team captains, players and members

Postholder: Jean Chalaby

Coach Liaison

To provide a communicative link between the Club Coach(s), the Club Executive Committee, and the Members

- To attend committee meetings
- To attend the Annual General Meeting (AGM)
- To act in a diplomatic, supportive manner making decisions in the best interests of the members and the venue
- To support the chair, secretary, treasurer and other key volunteers in their roles
- To provide support with the set-up and running of any club initiatives

Postholder: Louisa Burnard

Grounds Liaison

To be main point of contact for the maintenance of the clubhouse, courts and ground owned by the tennis club.

- To help plan, organise and execute tasks relating the club grounds as necessary.
- To attend committee meetings
- To attend the Annual General Meeting (AGM)
- To act in a diplomatic, supportive manner making decisions in the best interests of the members and the venue
- To support the chair, secretary, treasurer and other key volunteers in their roles
- To provide support with the set-up and running of any club initiatives

Postholder: Rosette Wilkinson