



### Lisvane Tennis Club Management Committee Roles and Responsibilities

Role	Responsibilities	Current Incumbent
Chair	<p>To act as senior officer on a day to day basis for any decisions between committee meetings</p> <p>Lead the strategic direction of the club</p> <p>Ensure that the club has appropriate Principles, Rules, Regulations and Policies in place</p> <p>Ensure the management committee is properly staffed, organised and effective in its duties</p> <p>Develop the roles of each committee member, and agree them with each individual</p> <ul style="list-style-type: none"> <li>• To work with the secretary to agree management team meetings, agenda items and minutes (meeting notes)</li> <li>• To host management committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue</li> <li>• To be ultimately responsible for the day-to-day management of the venue</li> <li>• To develop and agree a long-term plan for the venue and set direction</li> <li>• To act as an ambassador and spokesperson</li> <li>• To motivate, support and thank all volunteers</li> <li>• To ensure the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs</li> <li>• To host the Annual General Meeting (AGM) updating all members on key club news, decisions and results working with the management committee</li> </ul> <p>Develop and maintain good relationships with the community and neighbours</p> <p>Support individual management committee members in the delivery of their responsibilities</p> <p>Act as Data Protection Officer for the Club</p>	Vacant
Vice-Chair	To assist the Chair in the above duties and deputise in the event of absence of the Chair.	Vacant
Treasurer	<p>Liaise with CAC to ensure all bills are paid promptly or pay from LTC accounts if funded from club levy.</p> <p>Administer membership payments.</p> <p>Provide an annual budget showing income and expenditure for both CAC and LTC and Management Accounts each quarter.</p> <p>Provide a 5 year financial plan to show projected income/expenditure incl major maintenance spending and how this will be financed</p>	Interim – Tony Nash



	<p>Produce an annual cashflow projection (Jan) ahead of setting membership fees Administer LTC bank accounts – with full reconciliation against membership records.</p> <p>Present the end of year financial report to the AGM Identify fund raising opportunities e.g. grants and sponsorships</p>	
Secretary	<p>Work with the Chair to draw up Agendas, circulate any reports from other officers, take minutes and circulate to committee, ensure copy on the club website, compile member newsletters with contributions from other officers, Circulate brief updates to members on any committee business, changes to rules or operating arrangements. Deal with Tennis Wales Registration and related matters incl Wimbledon Draw and Competitions administration Deal with general correspondence and maintain accurate records Organise and administer the AGM Work with other officers to produce club leaflets/handbooks. Update club website and social media accounts (with assistance from other officers)</p>	Victoria Morgan
Membership	<p>Maintain membership lists and issue membership payment reminders Contact non renewing members to confirm reasons for leaving and report to committee To respond to all enquiries from potential new members in a timely manner To issue welcome packs and/or a welcome e-mail to new members including the parents of new junior members To suggest and organise new membership offers Report to committee on member numbers</p>	Juliette Sherrard
House and Grounds	<p>Supervise the overall day to day maintenance of the club (oversee cleaner's work, procure external contractors and supervise work) Compile then annually update a 10 year maintenance schedule with notional costs and provisions covering redecoration and replacement of key components. Organise member working parties to undertake tasks that could be completed by unskilled/ semi skilled members Look to establish a skills base of members for example any plumbers/electricians / decorators/Landscapers with a view to seeking their contributions to complete minor works. Liaison with other land owners with access to the site and seeking contributions towards any works that improve the site or are required under contract/terms of transfer Overseeing the court booking system Responsible for Health and Safety across the site Inspecting all areas of Club and grounds on weekly basis and listing things needing action</p> <p>Conduct an annual risk assessment of the club (February) Ensure the First Aid kit is stocked, sign-posted and accessible</p>	Clive Bolton



Club Captain	<p>Lead the clubs competition agenda, working closely with the Match Secretary</p> <p>Encourage all teams and players to abide by our Principles of Respect and Fair Play</p> <p>Ensure that the Club is able to offer competitive tennis to all members who want to play</p> <p>Establish the structure and number of senior teams representing the club</p> <p>Appoint team captains, and ensure they understand their individual responsibilities</p> <p>Establish and champion our approach to selecting teams on a fair, balanced and transparent basis</p> <p>Work with captains to ensure that squads are balanced</p> <p>Prepare and issue fixtures list to captains</p> <p>Organise the annual club tournament</p>	Vacant
Social	<p>To work with the management committee to establish a programme of appropriate activities to cater for the age range and interests of the membership • To organise appropriate annual social functions, such as a Christmas/Eid/Diwali/Hanukah event and the end-of-season presentation • To book venues, culturally-appropriate catering and entertainment as required • To promote events to members working closely with the marketing/communications officer and website editor • Invite local dignitaries such as and community and faith leaders and sponsors where appropriate</p>	Vacant
Welfare Officer	<p>Work with others in the club to promote safeguarding, diversity and inclusion and ensure compliance with the LTA's minimum standards for venue registration • Work with others in the club to ensure safeguarding and diversity and inclusion information, including policies, reporting procedures and details of the venue Welfare Officer are visible and available • Work with others in the club to promote the venue's Code of Conduct(s) • Ensure safeguarding and diversity and inclusion is on the agenda at committee meetings • Act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified • Work with the LTA Safeguarding Team when concerns arise within the venue • Maintain contact details for the LTA Safeguarding Team and key statutory agencies • Contact the Local Authority children's or adults' social care teams and the police about concerns where appropriate • Work with the LTA Safeguarding Team to facilitate audits of the venue in relation to the minimum standards • Work with the Committee/Management and LTA to facilitate the completion of any action plan to address the results of an audit • Work with others in the venue to ensure the relevant people at the venue have completed a satisfactory criminal records check</p>	Emma Reid-Jones
CAC Liaison	<p>To act as the representative of and advocate for CAC members within the tennis section</p> <p>To advocate for the LTC committee at the main(CAC) committee</p> <p>To report back to the LTC committee and to seek instruction from the LTC Committee on matters that impact on the finances of the club including the tennis club section.</p>	Jim Allan



A SECTION OF  
CARDIFF ATHLETIC CLUB