



Secretary Role Description

The secretary is an elected member of the management committee and handles the basic administration, to ensure the smooth running of the Club. It is a demanding high profile role that has a major impact on the efficiency and effectiveness of the management, including making records, correspondence and other communications.

What makes a good Secretary?

- Methodical and reliable
- A good communicator
- Ensure all delegated tasks are actioned
- A good planner
- Good organisational skills
- Be able to lead and supervise others
- Be able to delegate
- Be a competent computer user

Roles and Responsibilities

- Being the first point of contact for all enquiries
- A key representative at meetings
- Affiliating the place to play to the LTA and local leagues
- Dealing with correspondence
- Registering members
- Organising the AGM
- Organising and attending all management committee meetings
- Taking and distributing minutes
- Maintaining accurate records
- Ensuring action points from meetings have been carried out
- Collecting and analysing information from the members (e.g., membership information)

Estimated Time Commitment

At least 3 Management Committee meetings per annum, 1 AGM, County AGM, other meetings as required.
2 – 3 hours per week throughout the year.

Key Relationships

Management Committee, Coach, Members, LTA, Local LTA Office.

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