



VOLUNTEER ROLE DESCRIPTION

Introduction

Suffolk Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Suffolk Tennis.

Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Suffolk are also supported by the County but are not voting members. The management of Suffolk Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several sub committees responsible for specific aspects of County Tennis.

The vision and mission of Suffolk Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Suffolk Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Secretary Role Description

Overview of the Role

The Secretary conducts the administration and running of the club

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Dealing with all enquiries and correspondence, as the club's main contact
- Supporting the chairperson in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes
- Maintaining accurate records
- Circulating relevant information from the County, Regional and National LTA

Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills

Training and support available

Before starting in this role, you will receive training from current secretary who will go through the process with you. You will receive ongoing support from the committee



Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around 4 hours per week
- You will be required to attend management committee meetings and the AGM
- You will be asked to attend LTA club forums wherever possible

Further Information

- This role does not require a DBS check