



Overview of the role:

The Secretary conducts the administration on behalf of the County.

Main duties include:

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

- Dealing with enquiries and correspondence, as one of the Island's main point of contact.
- Supporting the IOMLTA Chairman in the running of the IOMLTA Executive Committee meetings and the IOMLTA AGM, writing and circulating the agenda and meeting minutes.
- Maintaining accurate records
- Maintaining and reviewing the latest version of the Constitution and the IOMLTA Structure
- Maintaining and reviewing the latest version of the IOMLTA External and Internal Privacy policy
- Organising dates and times for Officer meetings and Officer Social events
- Circulating relevant information from the Regional and National LTA.
- Maintaining an overview of tennis activity on the Island

Skills and experiences needed for the role

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

Further Information

- This role does not require a DBS check