

Committee Roles

Here is a brief outline of all the roles performed by committee members.

Chairperson

The Chair is responsible for running all the meetings and also plays a pivotal role in communicating with other members of the committee.

Treasurer

Responsible for keeping accurate financial records, managing the day to day club finances and providing financial information to the committee as required. Key elements include day to day financial management, working with the committee to provide budgets, periodic financial reports, providing information in order to make decisions and monitoring performance.

Executive Secretary

The secretary is a key role and involves handling committee administration, organising committee meetings, writing and sending out minutes of all the meetings and creating meeting agendas. Also arranging the AGM and sending out relevant documentation relating to that.

Membership Secretary

The Membership Secretary administers the annual subscriptions of all members; maintains the membership database; answers members' questions through the year; inducts new members; liaises with the coaching team on junior members; maintains the membership waiting list; and handles external enquiries made to the club email inbox.

Welfare Officer

The Welfare Officer is responsible for promoting safeguarding within ND LTC and works with others to ensure a safe, diverse and inclusive environment. Liaises with the LTA Safeguarding Team to facilitate ongoing club registration by achieving the minimum

standards required. Acts as the first point of contact for all children and adults where Welfare and Safeguarding concerns are identified.

Tennis Manager

The role is to work closely with the coaches to ensure members court usage is fairly allocated across all members of the club. It involves monitoring social play, organising the summer club tournament, the all year round box leagues, team practice and ad hoc events. Also enters and coordinates the teams in the Surrey league and is an active member of the committee.

Social Secretary

The Social Secretary is responsible for planning and running social events which provide opportunities for members to meet each other, socialise and have a fun time as well as raise some money for ND LTC. These involve large events such as the annual Club Day, regular nights such as Comedy night and any ad-hoc events, as well as running the bar rota for Friday night socials and other times. Also keeping track of event related income and expenditure and working with the Treasurer on that.

Grounds & Facilities

Involves all aspects of ground and facilities maintenance including garden areas and clubhouse, court maintenance and cleaning, and overseeing outside contractors such as gardeners, builders and electricians.

Member's Representative

This role ensures that committee decisions take into account all different 'types' of member – eg different ages, genders and ability levels, plus providing a voice for those who don't shout loudly. The role might include; regular discussions with a wide variety of members, being seen as the go-to person for any general questions, running the suggestions email account and carrying out annual surveys or snap surveys where needed.

Junior's Representative

This role is to represent the interests of junior members; support

junior teams and junior team captains in the arrangement of matches; promote and support junior events at the club; help ensure junior teams have transport to away matches and assist with the running of the club's Junior Championships. This involves a lot of liaison with the head coach and requires a DBS certificate.

Community Liaison

Liaising with schools, charities and community bodies who may wish to use club facilities. These users raise our profile from a fund-raising point of view providing a chance for us to repay the local community.

Development

To oversee and develop fundraising strategies and grant applications where relevant, to help with sourcing funding for capially intensive projects such as improvements to the clubhouse and changing room areas etc.