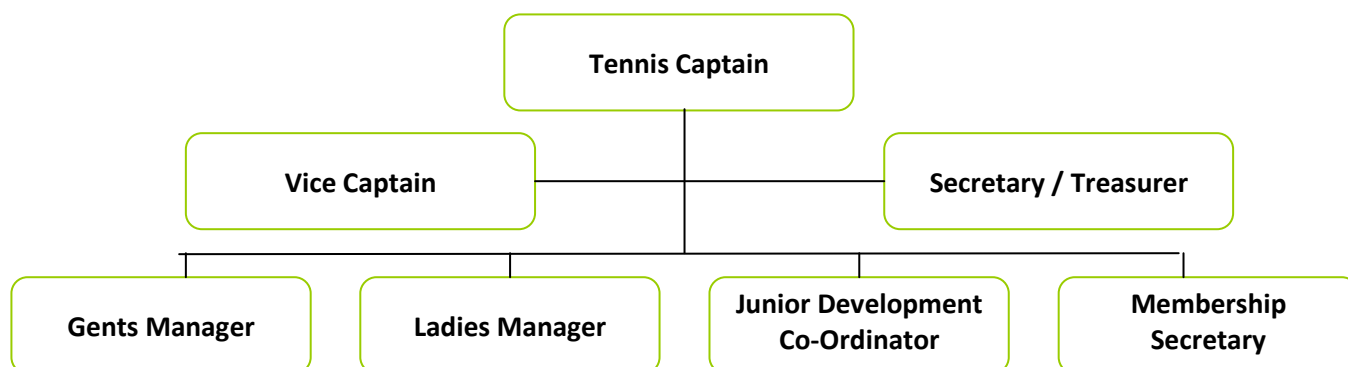




4.3.2 Roles & Responsibilities



Captain

- As per Job Description given in 4.3.9d

Vice Captain

- Support Captain in all function of job

Secretary / Treasurer

- Maintain accurate and up-to-date financial records for the tennis Section
- Establish and maintain club/organisation bank/building society accounts and banking arrangements
- Report financial position to the committee
- Prepare and issue receipts for monies received
- Ensure that funds are spent appropriately
- Pay any bills occurring
- Prepare end of year financial report for AGM
- Ensure club/organisation affiliations
- Deal with all outgoing and incoming correspondence
- Keep club/organisation records accurate and up to date
- Liaise with Captain to arrange meetings
- Prepare agendas and take minutes from committee meetings
- Liaise with the Captain to ensure that all tasks involved in running the club are carried out efficiently

Membership Secretary

- Act as the first point of call for those looking to join or seeking information about the club/organisation
- Deal with all club/organisation membership
- Maintain database of membership details

Gents Manager

- As per Job Description given in 4.3.9a

Ladies Manager

- As per Job Description given in 4.3.9b

Junior Development Co-ordinator

- As per Job Description given in 4.3.9c