

4.3.9d Tennis Captain (Job Description)



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| Club name: | Clarkston Tennis Club |
| Name of Captain: | Iain Coventry |
| Responsible to: | The Tennis Committee & The CB&TC Management Committee |
| Aim of Position: | To ensure effect management of the Clarkston Tennis as identified in the business Plan |

TERM

- Usually elected by Annual General Meeting, hold position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To provide overall leadership to ensure the Club reaches its agreed strategic goals.

KEY RESPONSIBILITIES

- Act as Chairperson of the Committee, Annual and Special General Meetings, attending and actively participating in Committee meetings and other discussions.
- Provide leadership in ensuring that the interests of the Club and its members are attended to.
- Assume overall responsibility for the Club's progress across all Key Strategic Areas as in the Business Development Plan.
- Act as an ex-officio member of each Club sub-committee.
- Represent the interests of the Tennis Section on the CB&TC Management Committee

OTHER RESPONSIBILITIES

- Ensure the Tennis Regulations are current and reflect and support the strategic direction of the Club.
- Ensure that the Club abides by all applicable legislation and rules at all times, including the Club Constitution and Policy Manual.
- Ensure the Club Clubmark Manual and Operations Manual relating to the "Governance" Key Strategic Area is kept current/updated as needed.
- Prepare an annual Action Plan for the "Governance" Key Strategic Area using the template provided
- Ensure the Club aligns with the strategic direction and initiatives of regional and national tennis bodies.
- Act as the primary spokesperson for the club when dealing with outside parties.
- Represent the Club as official party to all Club contracts.
- Ensure the Club has access to a coach at all times.
- Prepare and present an Annual Report to each Annual General Meeting of the club.
- Ensure that club disciplinary matters are dealt with appropriately.
- Review this job description and ensure the next person taking over the role is prepared.