

## **Weald Lawn Tennis and Squash Racquets Club**

### **General Committee – Roles and Responsibilities**

The Officers of the Club and other members of the General Committee are either elected at the AGM or co-opted during the year to serve on the committee.

Each Club official and Committee member has the following responsibility:

1. To fulfil their roles and responsibilities as outlined in this document.
2. To regularly attend committee meetings and to fully participate.
3. As part of the committee, to participate in the decision making process and ensure that club rules, regulations and policies are followed.
4. To maintain confidentiality of issues discussed at committee and to avoid involvement in unnecessary politics within the club.
5. To actively and positively promote the club to members and prospective members.
6. To attend the annual AGM and where appropriate give a report at the meeting.

#### **A. Chairman of the Club (Officer of the Club)**

1. To chair General Committee Meetings.
2. To oversee the club activities to ensure that they are well run, safe and that members interests are at the centre of all decisions.
3. To act as the line manager for the Club Manager, ensuring that appropriate support and guidance is given as well as a level of performance is reached.
4. To ensure that the club has a long term plan and that the club has a sense of direction.
5. To meet with the Chair of the South Bank Residents Association on a quarterly basis.
6. To meet with the Tennis Chairman and the Head Coach on a quarterly basis.
7. To ensure that the Club President, Vice Presidents and Trustees are regularly updated on club matters.

#### **B. Honorary Secretary (Officer of the Club)**

1. To convene and attend AGM and General Committee meetings, ensuring that all necessary papers are available in advance.
2. To ensure that minutes are taken effectively at all meetings, and that a copy of the minutes are circulated and available for members to read.
3. To receive and deal with incoming correspondence, actioning it with the necessary level of urgency, liaising with other officers as required. This includes all letters of complaints and to liaise with the Club Chairman to instigate necessary procedures.
4. To retain and file all copies of relevant correspondence, minutes and other documentation.
5. To liaise with the Club Manager to ensure that all insurance and legislative documentation is either displayed or filed.
6. To deputise for the Club Chairman.

#### **C. Honorary Treasurer (Officer of the Club)**

1. To maintain an accurate and up-to-date record of all financial transactions.
2. To prepare a finance report for each General Committee Meeting, providing an analysis of current spend against income and to provide a commentary on financial planning and forecasting.
3. To take the lead for the long term financial plan of the club.
4. To arrange for the Club Accounts to be prepared annually and to present these to the AGM.
5. To make available all books, records and statements for annual or other audit checks.
6. To liaise with the Club Manager to agree financial processes and procedures.
7. To be the point of contact for all HMRC related issues.

**D. Membership Secretary (Officer of the Club)**

1. To provide a report at each General Committee meeting and the AGM on membership numbers and trends.
2. To liaise with the Club Manager to ensure the accuracy and integrity of the membership database.
3. To propose to the General Committee any changes to the membership structure and the provoke debate on subscription rates in time for membership renewals.
4. To liaise with the Club Manager over the renewal process.

**E. Tennis Chairman (Officer of the Club)**

1. To convene a Tennis Committee and to chair regular meetings of the committee.
2. To propose to the General Committee plans for expenditure related to tennis.
3. To regularly meet with the Tennis Head Coach and ensure that a comprehensive coaching programme is available to members.
4. Take responsibility to ensure that a wide variety of tennis related events and activities are available to members.
5. To ensure that the club has a positive relationship with the LTA and other sporting associations.
6. To liaise with the Club Manager to ensure that they are aware of all tennis related events and the catering / staff that maybe required.

**F. Squash Chairman (Officer of the Club)**

1. To convene a Squash Committee and to chair regular meetings of the committee.
2. To propose to the General Committee plans for expenditure related to Squash.
3. To regularly meet with the Squash Coach and ensure that a comprehensive coaching programme is available to members.
4. Take responsibility to ensure that a wide variety of Squash related events and activities are available to members.
5. To ensure that the club has a positive relationship with Squash England and other sporting associations.
6. To liaise with the Club Manager to ensure that they are aware of all Squash related events and the catering / staff that maybe required.

**G. Marketing Officer**

1. To take lead in marketing the Club and to increase publicity and awareness of the club.
2. To take the lead in the development and updating of the club website.
3. To effectively manage the Marketing budget and update the General Committee on expenditure and activities.
4. To co-ordinate planning for club open days and other public events.
5. Liaise with the Club Manager regarding information available to members and prospective members.

Other members can be co-opted onto the committee.

It is not felt that the Committee now requires a specific Health and Safety Officer as these responsibilities now fall within the remit of the Club Manager.

Grounds and Maintenance now fall within the remit of the Club Manager.

The role of DPS should be a requirement of the Club Manager and they should have responsibility for leading and dealing with environmental health issues.