

HTC COMMITTEE ROLES AND RESPONSIBILITIES

NOVEMBER 2020

Role	Responsibilities	Frequency
Chairman (Paula Carey)	<ul style="list-style-type: none"> • Act as an ambassador for the club • Call meetings when appropriate • Identify other key committee roles • Chair committee meetings and AGMs • May be called on to act as mediator • Agree and amend newsletters periodically 	<ul style="list-style-type: none"> • Ad hoc • 3-4 meetings per year plus AGM
Child Protection Officer (Laura Phillips)	<ul style="list-style-type: none"> • Promote the welfare and safety of children in connection with club activities • Attend appropriate training course(s) • Liaise closely with the LTA and club committee in all child protection matters for the club 	<ul style="list-style-type: none"> • Ad hoc, one-off training course, monitor LTA guidelines
Club Secretary (Karen Dobson)	<ul style="list-style-type: none"> • Ensure club affiliations • Deal with all outgoing and incoming correspondence on Gmail / by post • Keep club/organisation records accurate and up to date • Liaise with Chair to arrange meetings • Prepare agendas and take minutes from committee meetings and AGMs. Ensure that all club/organisation members have relevant information before and after meetings • Send communications to membership as required • Prepare draft newsletters and comms for Chairman • Run Zoom calls when required • Propose meetings as required to Chairman and committee • Register HTC with LTA annually 	<ul style="list-style-type: none"> • Monitor and manage emails from LTA • Daily/weekly monitoring of emails, phone calls • 3-4 meetings plus AGM per annum, maintain Constitution, agendas, Minutes etc

Coach (Adam Reavely)	<ul style="list-style-type: none"> • Manage group coaching sessions and offer adult and junior coaching to members and non members at HTC 	<ul style="list-style-type: none"> • Ongoing
Committee Member	<ul style="list-style-type: none"> • Contribute ideas and opinions at committee meetings for club members and general operation of the club • Offer occasional voluntary assistance in following through committee proposals and ad hoc tasks 	<ul style="list-style-type: none"> • Attend club play as often as practical to keep abreast of club management and members
Maintenance and Facilities Manager (vacant)	<ul style="list-style-type: none"> • Identify/report to the club committee on all matters of maintenance of the courts, clubhouse and grounds • Obtain as necessary any quotes/estimates for work that needs doing • Organise work parties for club members, as necessary 	<ul style="list-style-type: none"> • Monthly check of facilities • Work with suppliers and Committee for large one-off work • Liaise with secretary to organise working parties as required
Match Secretary (Sian Todd)	<ul style="list-style-type: none"> • Organise and confirm match fixtures with opposing teams • Provide fixture list to team captains • Act as first contact point for opposing teams 	<ul style="list-style-type: none"> • Two league seasons per annum • Check scores/updates after each match for accuracy on LTA website
Membership Secretary (Margaret Talbot)	<ul style="list-style-type: none"> • Act as the first point of call for those looking to join or seeking information about the club • Deal with all club membership enquiries • Be present at Club Open Days to promote membership and to follow-up with prospective new members • Maintain distribution lists on Gmail of members for use by Club Secretary • Liaise with Treasurer on membership subscriptions • Produce updated membership forms and share with Website Manager before each annual renewal date • Manage key distribution to new members and collection from lapsed members • Maintain the membership spreadsheet 	<ul style="list-style-type: none"> • Ad hoc but generally annually busy around membership renewals (March/April)
Website Manager (Karen Dobson)	<ul style="list-style-type: none"> • Liaise with Committee to update website information • Keep information updated and add news articles and information as necessary • Maintain court booking system, carrying out cancellations as advised 	<ul style="list-style-type: none"> • Daily/Weekly/ad hoc for all

	<ul style="list-style-type: none"> Analyse court usage data as required Maintain all information and improvements, contact details, membership forms, fixtures lists etc Carry out training as required 	
Social Secretary (Mark Bradshaw)	<ul style="list-style-type: none"> Organise and promote social events for club members in liaison with the committee Organise intra club tournaments Organise charity raising events 	<ul style="list-style-type: none"> Ad hoc
Team Captains	<ul style="list-style-type: none"> Organise teams for fixtures, provided by Fixtures Secretary Ensure all players have details of matches and venues and are aware of travel arrangements Ensure that all necessary equipment is available for home fixtures and, where necessary, food is provided Complete all match paper work/online submissions immediately after match finishes Inform Press Officer of results as required 	<ul style="list-style-type: none"> 3-5 matches per season
Treasurer (Roger Burge)	<ul style="list-style-type: none"> Maintaining insurance cover Dealing with Business Rates / any other tax issues Ensuring appropriate Financial Controls in place Maintain accurate and up-to-date financial records for the club Establish and maintain club 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 Explore funding opportunities for the club/organisation Pay any bills occurring Prepare end of year financial report for AGM 	<ul style="list-style-type: none"> 2 hours+ per month approx.
Wimbledon Ballot Manager (Jo Garrett)	<ul style="list-style-type: none"> Liaise with LTA 	<ul style="list-style-type: none"> Annual

