



Job Description

Job Title	Chairperson
Date	September 2023
Job Holder	
Date Appointed	AGM
Expenditure Authority	None without committee approval
Main Duties	

Overall

- Support the club in all its activities and specifically by attending club tennis sessions and social event
- Actively encourage new members and support tennis activities at all levels
- Oversee the activities of the tennis club
- Ensure that effective financial procedures are in place
- To oversee the running of the club according to the club constitution.

Specifically

- To chair the committee meetings
- To ensure an Annual General Meeting is advertised and held according to the constitution and to chair that meeting
- To delegate responsibilities to various members of the committee
- To ensure the club is adequately insured
- To liaise with other local organisations, in particular the Parish Council, local school and Bucks LTA
- To ensure adequate and regular communication within the membership of the club
- To produce an annual report for the AGM
- To ensure sufficient funds are available to keep the club running and that expenditure items are agreed within the committee
- To listen to the views of the members and incorporate these into club policies and procedures
- To ensure that the clubs financial accounts are prepared and submitted for audit
- To deal with individual inquiries from members and others as they arise