



Job Description

Job Title	Secretary
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
- To provide secretarial services to the chairman and committee
- Attend Committee Meetings

Specifically

- To take minutes at all club meetings and the AGM
- To keep records of all club meetings and AGM
- To circulate timely copies of minutes of the AGM to all members and of committee meetings to all committee members
- To arrange dates and times of all meetings and prepare agendas for circulation
- To maintain copies of all insurance documents and other official documentation such as leases and contracts
- To liaise with Bucks LTA over all matters relating to running the club
- To run the annual club ballot for Wimbledon tickets
- To maintain files of all club policy documents, committee job descriptions, contracts and
- To ~~help ensure maintain~~ an up to date list of club members is maintained in Clubspark