

Role	Responsibilities
Chairman	<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 • May be called on to act as mediator • Help shape and guide strategic direction of the club • Manage the Head Coach contract • Manage the creation and maintenance of the Club's Website with other parties • Provide the continued communication to members through the website and emails • Coordinate with the LTA where the strategic direction and alignment with club objectives
Vice Chairman	<ul style="list-style-type: none"> • Deputise for the Chairman when unavailable • Liaise with other committee members and feedback comments and suggestions to the Chairman as appropriate • Manage the Club Bar in terms of staffing, stock and security • Coordinate bar arrangements in support of social functions, Finals Day and other important events • Look after the necessary licences associated with the bar and entertainment
Treasurer	<ul style="list-style-type: none"> • Maintain accurate and up-to-date financial records for the club or organisation • Establish and maintain club/organisation bank/building society accounts and banking arrangements • Produce and monitor annual budget • Report financial position to the committee • Collect and deposit all fees, subscriptions and funds • 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
Club Secretary	<p>Deals with all the club's official paperwork except that pertaining to the treasurer. Includes:</p> <ul style="list-style-type: none"> • Writing and receiving letters and keeping all correspondence • In consultation with the chair, drawing up and circulating an agenda prior to meetings • Ensuring everyone knows in good time the date/time/place of committee meetings and general meetings • Keeping minutes of meetings • As main club contact for liaising with the LTA (including Middx LTA) ensuring any information is passed onto relevant people • Completing Club profile form • As match secretary attending and arranging match fixtures and point of contact for other clubs
Coach	<ul style="list-style-type: none"> • Roles and responsibilities as identified in the coach's contract
Membership Secretary	<ul style="list-style-type: none"> • Manage the database of members • Act as the first point of contact for prospective members coming to the club through introductions, open days and via the website • Manage the annual renewals through sending out renewal notices etc • Liaise with the Treasurer to ensure timely receipt of subscriptions from members • Liaise with the Junior Secretary to collate and hold data on the juniors

Junior Secretary	<ul style="list-style-type: none"> • Act as the first point of contact for all juniors, existing or new / prospective • Manage the setting up and playing of all junior matches and junior tournaments • Responsible for arranging and ensuring smooth running of junior night and junior events • Coordinating with the head coach on junior development programmes • Acting as the central point of feedback for all parents of junior members
Mid Week Members Secretary	<ul style="list-style-type: none"> • Provide a voice for mid week members • Coordinate mid week events, tournaments and social tennis • Manage the introduction and integration of new mid week members • Actively seek out and feedback issues, ideas and opportunities to improve mid week tennis
Social Secretary	<ul style="list-style-type: none"> • To organise functions within the club which help bring club members together in a social environment. These in a typical year would include Finals Night Party, Xmas party, a Race Night and a Quiz night.
Social Tennis	<ul style="list-style-type: none"> • Encourage members to come to social tennis, help them feel included and enjoy good tennis at an appropriate level. • Provide snacks food for evening social tennis on last Wednesday of the month. • Manage the Wimbledon Ticket ballot and allocation
Mens Captain	<ul style="list-style-type: none"> • Ambassador for all Men's team tennis at PLTC • Liaise with Head coach and Men's team captains in team selection • Work with the head coach in identifying opportunities to improve the standard of team tennis • Set an example for all other captains and team players to follow in terms of play, behaviour and club ethics
Ladies Captain	<ul style="list-style-type: none"> • Ambassador for all Ladies team tennis at PLTC • Liaise with Head coach and Men's team captains in team selection • Work with the head coach in identifying opportunities to improve the standard of team tennis • Set an example for all other captains and team players to follow in terms of play, behaviour and club ethics
Tournament Secretary	<p>Run the adult internal club championships from May – July Liaise with the junior secretary to help run the junior internal club Championship. Organise the sign writing for the honours boards Liaise with Nigel re different tournaments running through the year</p>