Committee Structure for 2019

Lanark Tennis Club

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| Position | Responsibility |
| President | * Chair committee meetings
* Act as a signatory for the Club in all legal purposes and financial purposes
* Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
* Ensure all targets are met by the end of the season
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| Vice President | * Assists the president in carrying out duties and provide guidance and assistance to committee as required.
* Carry out the duties of the president, in their absence, including presiding at club general meetings.
* Assist Secretary in carrying out their duties
* To work alongside the treasurer/secretary with regards to affiliation/registration and subscriptions are completed and paid
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| Secretary | * Deal with correspondences from external agencies - hiring venue/courts
* Distribute emails to appropriate committee members
* Distribution of monthly newsletter to members
* To prepare and distribute Committee meeting Agendas
* Record Minutes of all Club Committee meetings and distribute copies
* Update website with regards to events/news
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| Treasurer | * Responsible for the club finances
* Deal efficiently and effectively with all invoices and bills
* Keep up to date records of all the financial transactions
* Ensure that funds are spent appropriately
* Issue receipts and record all money received
* Attend committee meetings and present a budget report
* Prepare the end of year accounts to present to the auditors
* In agreement with the committee plan the annual budget  Monitor the budget throughout the year.
* Manage Sinking fund
* Record invoices from coaches and pay accordingly
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| Events Co ordinator | * Select dates for the events prior to start of season
* Subscribe via LTA for Event packs
* Organise, Promote and Run Events
1. Open Day
2. Quorn Family Event
3. Ladies Day
4. Summertime Slam
5. Club Championships
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| Coaching Co - ordinator | * Create coaching programme for adult and children
* Liaise with treasurer on coaching hours and payments
* Liaise with coaches – availability, LTA Accreditation,contracts and coaching plans
* Liaise with South Lanarkshire on Easter and Summer Coaching programmes
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| Welfare Officer | * Implement child protection policy and procedures.
* Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
* Regularly report to the Management/Committee/Board.
* Raise awareness of the Code of Conduct for working with children to parents/ carers, adults and children involved in the club.
* Challenge behaviour which breaches the Code of Conduct.
* Organise/signpost appropriate training for all adults working/volunteering with children in the club.
* Establish and maintain contact with local statutory agencies including the police and social services.
* Respond appropriately to disclosures or concerns which relate to the well-being of a child.
* Maintain confidential records of reported cases and action taken.
* Liaise with the SGB Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information
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| Membership Secretary | * Update clubspark with annual subscription costs
* Send renewal emails to existing members
* Deal with general enquiries with regards to membership
* Meet and greet new members providing them with welcome pack and keys
* Distribute keys to renewing members
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| Fundraising Officer | * Responsible for leading the committee and members in raising funds and engage members in supporting the club to meet targets
* Set target amount to raise
* Hold fundraising meets to decide on events for the year
* Carry out fundraising events
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| Funding ApplicationsOfficer | * Researches potential funding options for the club with regards to
* Small fundings £0 - £500 for equipment, events and annual costs to club.
* Funds £500 + for court renewal
* Completes applications liasing with treasurer and President
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|  Match Secretary | * Enter teams for West of Scotland League
* Arrange squads and captains
* Attend Annual West of Scotland meetings with captains to arrange match dates
* Liaise with coaching co ordinator for training and court availability
* Purchase necessary equipment
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| Club Maintenance Officer | * Courts –
* Weekly brushing
* Arranging outside agencies for court treatments
* Arrange gardening of surrounding area when necessary
* Club –
* Complete annual/monthly risk assessments
* Complete monthly checklists for courts and clubhouse
* Ensure necessary signage is up to date and in place
* Sunday bin collection
* Annual PAT testing is carried out
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