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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| Funding Applications  Officer | * 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 |
| 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 |
| 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 |