

Camber Lawn Tennis Club Committee Roles and Responsibilities

Chair:

1. Chairs the monthly committee meetings and if necessary has a casting vote on any issue about which there is no consensus.
2. Chairs the Annual General Meeting (AGM), encourages the membership to raise any issues about the running of the club which can then be referred to the committee, and with the other members of the committee decides what decisions need to be referred to the AGM during the year.
3. Responsible for the annual registration with the LTA and submitting the documents for registration.
4. Responsible for oversight and drafting of the policies required by the LTA including the safeguarding policy.
5. Together with other members of the committee and those members with specific relationships, the chair is responsible for liaison with external stakeholders e.g. the allotment committee, the cricket club, the Surrey LTA, and any other interested local group.
6. Take overall responsibility for being a conduit between the members and the committee and liaising with the secretary in communicating the decisions of the committee to the membership.
7. Receiving and responding to any requests for clubhouse bookings either external or internal. Liaising with the bar manager about the preparations for any external booking and jointly ensuring there are volunteers available to work behind the bar.
8. Support the other members of the committee in their responsibilities.

Secretary:

1. Prepare the agenda for the monthly committee meeting.
2. Draft and circulate the minutes of the committee meetings for approval the following month.
3. Upload the minutes onto the Camber LTC website to ensure all members have access to the documents.
4. Draft the notice and the agenda for the AGM within the time limits set by the club rules and collate any resolutions submitted by the membership in advance of the AGM to ensure that the resolutions are appropriate and discussed.
5. Issue communications to the membership regularly about the decisions made by the committee at the monthly meetings, to encourage engagement by the members.
6. Ensure that the decisions of the committee are in line with the requirements of the club rules and propose any amendments required.

Treasurer:

1. Manage bank accounts in the name of the club.
2. Maintain full written records of all financial matters including all monies paid into the bank account in the form of subscriptions and other fees, and any income generated by the bar.

3. Ensure the payment of all bills.
4. Advising the committee and the AGM of all financial issues, including a forecast of expenditure in the short and long term and advising on the priorities for spending e.g. replacement and maintenance of the courts.
5. Oversee the system for cash handling, payment of expenses and small scale expenditure.
6. Prepare and produce an annual year end account with the assistance of expert advice for presentation to the auditor and the AGM with an explanation for the members as required of where the club's income has been spent.

Social Secretary:

1. Facilitating and encouraging the membership to arrange social events throughout the year to enhance relationships, embed new members and maintain the reputation of the club as a friendly and social environment.
2. Advise members who wish to organise social events on what they will need to do.
3. Take overall responsibility for making the arrangements for the annual dinner each year and coordinating as many volunteers as possible to assist.
4. Oversee the social element of finals days throughout the year with the support of other committee members and volunteers.
5. Maintain a record of all social events including the tournament finals and occasions organised by members to ensure there is a spread throughout the year.
6. Jointly with the secretary take responsibility for all the club's communications, including the website, emails and social media presence.

Membership Secretary:

1. Central point of contact through the camber email inbox for prospective members, responding to requests to join the waiting list.
2. Maintaining an up to date membership list including adults and juniors.
3. Ensuring that new members have the opportunity to be welcomed into the club through club play and/or introductions to existing members.
4. Ensuring new members are provided with up to date instructions on using the club, including the security procedures, and that they are added to the relevant mailing lists and WhatsApp groups.
5. Reporting to the committee on any issues that arise and requests made by members.

Bar Manager:

1. Responsible for running the bar including making decisions on stock and pricing.
2. Ensuring that the stock is maintained and responding to any requests from members in terms of what is on offer.
3. Making decisions on when to arrange special bar events.
4. Ensuring that the membership is aware of the need to keep the bar clean and well organised.
5. Responsible for issuing bar keys to team captains and committee members and ensuring that the bar keys are returned at the conclusion of the relevant role.

Club Captain: (This is a role which has been shared between a representative of the male players and female players)

1. To act as representative of the wider membership on the committee and to raise any issues which have been brought to their attention.
2. Liaise with the coaches over use of courts when matches are due to be played etc.
3. Oversee the teams together with each of the team captains and bring any issues to the committee, providing guidance and support to the captains as necessary.
4. Schedule and manage the club tournaments throughout the year including the handicap tournament and the club tournament and make decisions on the booking and use of courts during the tournament season.
5. Assist and advise the members if they have difficulty with the court booking system.