

Volunteer Roles

Existing :-

Chair Run meetings. Agree agenda with Secretary.
Promote effective relationships and open communication. Delegate tasks and manage volunteers.
Represent the club at other bodies – liaise with other clubs & organisations.

Secretary Take minutes of meetings and distribute to committee members.
Deal with correspondence.
Keep membership informed of upcoming events. Notify other clubs and bodies of tournaments etc.

Treasurer Keep accurate accounts of income and expenditure. Pay bills promptly.
Challenge providers re value for money and any discrepancies. Look after investments.
Provide summary to membership at AGM.

Junior Co-ordinator Hold 4-6 junior committee meetings per year.
Ensure duties are shared for the year's events – Secretary/ H&S/ Open/Closed/Round Robin/ Bag Packing.

Membership Collect membership fees and initiate direct debits.
Issue fobs to new adult and junior members as required. Liaise with court booking administrator.
Keep committee informed of progress on collection of fees and membership levels.

Coaching Director - responsible for all coaching, junior and adult.
Ensure adequate coaching cover for all sessions/ liaise with coaching assistants.
Organise coaching programme for schools.
Report back to Junior and Senior Committees at regular intervals.
Display prices for coaching and racquet maintenance clearly in clubhouse

Website Manager – update web pages as necessary and put on new material promptly

Child Protection Officers – Ensure club adheres to club child protection policies
Report to committee regularly on any issues arising/ make committee aware of any updates to legislation.

Groundsman/Caretaker – carry out regular cleaning and court maintenance.
Report to chairman re any Health & Safety concerns and DIY tasks that need to be considered or items that need to be ordered.

Western League Representatives – the club committee will elect 2 persons from its corps to represent the club at Western League AGM & Grading Meetings.

Adult Clubnight Lead – ensure organiser appointed for every clubnight from volunteer panel.
Ensure light refreshment also sorted.

Ensure new members and beginners are provided for, encouraged and made to feel welcome
Provide potential new members with membership pack.
Encourage uptake of coaching programme for beginners and improvers.

League Secretary – inform members of the 2 annual internal leagues.
Meet with sub-committee to encourage participation and then grading of players – confirm rules.
Produce league fixtures/forward information to captains and players.

Sponsorship – Seek out sponsors for the year for all club tournaments and Leagues
Arrange photo shoots when necessary.
Update sponsors Board/ order banners

Court Booking Administrator – Issue pin numbers and passwords to new members as informed by the membership secretary.
Ensure all booking rules/court etiquette are visibly displayed courtside and on website.
Liaise with team captains/ committee members re court booking for matches and events.

Funding Researcher – seek out opportunities available for funding in a wide sphere of areas (eg local council, sports bodies etc)

Roles to be developed/allotted:-

Social organiser – Recommend social events or entertainment (at least 2 per year)
Create a support team for promoting these and liaising with outside bodies /businesses where appropriate.
Create teams for catering at each in-house event

PR Officer – Ensure reports are done for adult leagues and competitions/forward photos
Contact local media to promote tournaments/ open days.
Furnish Website Manager with new material for website.
Create team to broaden media coverage on Facebook etc