

GLENFIELD TENNIS CLUB - COMMITTEE JOB DESCRIPTIONS

NOTE: This document is extracted from the Club Policy Manual. If anything changes, it will need to be updated in both documents.

Strategic Plan Links: *KSA 1-6*

Related Policies: *Constitution, Club Structure*

Constitutional Link:

4.1 The Officers of the Club shall consist of the following, details of which shall be kept in the Club Policy Manual as per Rule 14 below:

- a) 1 Patron*
- b) 1 President*
- c) 1 Club Captain*
- d) 1 Interclub Captain*
- e) 1 Midweek Representative*
- f) 1 Junior Representative*
- g) 1 Treasurer*
- h) 1 Secretary*
- i) 1 Site Manager*
- j) 1 Social Manager*

Note: Although each Officer is responsible for each section in their job description, this does not mean that they must themselves do all of these things! Officers are encouraged to use their subcommittee and wider Club members in achieving their strategic goals and doing other tasks during the year.

There are a number of resources to help with understanding the nature of each role. These include experienced Committee members and Club documents such as the Club Policy Manual and Operations Manual (a master list of all Club documents can be found on the "Club Documents" page of the website).

a) Patron

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To provide knowledge, experience, networks, advice, leadership and guidance to the Club.

KEY RESPONSIBILITIES

- Act as figurehead for the Club.
- Act as a sounding board to the President and Committee.
- Advise on Club strategy, operations and activities as needed.

OTHER RESPONSIBILITIES

- Attend and actively participate in Committee meetings (optional for Patron).
- Assist with the day to day running of the Club.

b) President

TERM

- Usually elected by Annual General Meeting, hold position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To provide overall leadership to ensure the Club reaches its agreed strategic goals.

KEY RESPONSIBILITIES

- Act as Chairperson of the Committee, Annual and Special General Meetings, attending and actively participating in Committee meetings and other discussions.
- Provide leadership in ensuring that the interests of the Club and its members are attended to.
- Assume overall responsibility for the Club's progress across all Key Strategic Areas (KSAs) in the strategic plan.
- Act as an ex-officio member of each Club sub-committee.

OTHER RESPONSIBILITIES

- Ensure the Constitution and Club structures are current and reflect and support the strategic direction of the Club.
- Ensure that the Club abides by all applicable legislation and rules at all times, including the Club Constitution and Policy Manual.
- Ensure the Club Policy Manual and Operations Manual relating to the "Governance" Key Strategic Area is kept current/updated as needed.
- Prepare an annual Action Plan for the "Governance" Key Strategic Area using the template provided
- Ensure the Club aligns with the strategic direction and initiatives of regional and national tennis bodies.
- Act as a delegate to Tennis North Harbour meetings.
- Act as the primary spokesperson for the club when dealing with outside parties.
- Represent the Club as official party to all Club contracts.
- Ensure the Club has access to a coach at all times.
- Prepare and present an Annual Report to each Annual General Meeting of the club.
- Ensure the Club aligns with Tennis North Harbour "ClubMark" governance initiatives where practicable.
- Ensure that club disciplinary matters are dealt with appropriately.
- Review this job description and ensure the next person taking over the role is prepared.

c) **Club Captain**

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 1) – To ensure the Club provides quality, accessible and enjoyable tennis for players of all levels and ages throughout the year.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Quality Tennis" Key Strategic Area.
- Prepare an annual Action Plan for the "Quality Tennis" Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as related to the "Quality Tennis" Key Strategic Area, and ensure it is kept current/ updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure all members have access to a range of competitive and social tennis catering to their needs and ability.
- Ensure there is a programme of year-round tennis that offers value for money.
- Ensure access to quality coaching for all players in the Club.

OTHER RESPONSIBILITIES

- Have overall responsibility for managing all matters relating to matches and competitions by the Club (other than Interclub).
- Ensure tennis ball stocks meet demand throughout the year.
- Update of trophies/honours board.
- Look after and promote the Singles Ranking Ladder.
- Encourage entries into and run all Club tournaments.
- Organise Club Day roster (weekend and/or evenings).
- Organise court scheduling roster to allow for appropriate and efficient use of the courts, especially by club teams e.g. Interclub teams.
- Arrange special competitions – e.g. annual Kaipataki Cup (Beachhaven) and Friendly Shield (Birkenhead).
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

d) Interclub Captain

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To manage all matters relating to Senior Interclub tennis at the Club.

KEY RESPONSIBILITIES

- Act as chairperson of selectors for Senior Interclub teams, and take a lead role in selecting teams each year in accordance with the Senior Interclub Selection Policy.
- Liaise closely with Tennis North Harbour to ensure the Club follows all rules, regulations and processes relating to Interclub.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.

OTHER RESPONSIBILITIES

- Be familiar with the Club Policy Manual and Operations Manual as related to the Interclub aspect of the “Quality Tennis” Key Strategic Area, and ensure it is kept current/updated as needed.
- Ensure all Interclub team captains are aware of their roles and responsibilities.
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

Note: The Senior Interclub Team Captain Job Description/Instructions does not form part of this Policy Manual.

e) Midweek Representative

TERM

- Usually elected by Annual General Meeting on recommendation of midweek committee, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To act as a link between midweek tennis and the Club and help manage, develop and promote midweek tennis at the Club.

KEY RESPONSIBILITIES

- Ensure the Committee is kept up to date with activities and developments of the Midweek subcommittee, players and events.
- Feed back any current Committee issues or initiatives back to the Midweek subcommittee and players.
- Ensure all minutes, accounts and any other such documentation relating to Midweek activities are submitted to the Committee as early as practicable.

OTHER RESPONSIBILITIES

- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

f) Junior Representative

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To act as a link between Junior tennis (including coaching) and the Club and help manage, develop and promote Junior tennis at the Club.

KEY RESPONSIBILITIES

- Ensure there is one primary contact person for all matter relating to Junior tennis, including Junior Interclub and Junior coaching.
- Ensure there is a chairperson of selectors for Junior Interclub teams, including being responsible for appointing Junior Interclub Team Managers.
- Liaise closely with Tennis North Harbour to ensure the Club follows all rules, regulations and processes relating to Junior Interclub.
- Ensure the Committee is kept up to date with activities and developments of the Junior committee, players and events.

OTHER RESPONSIBILTIES

- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Collect Junior enrolment forms and subscriptions at start of season, ensuring that an enrolment form accompanies all payments, and send to Secretary.
- Organise and promote opening day/closing day events and Junior club championships.
- Act as a delegate to and attend Tennis North Harbour Junior meetings.
- Feed back any current Committee issues or initiatives back to the Junior subcommittee and players.
- Ensure all minutes, accounts and any other such documentation relating to Junior activities are submitted to the Committee as early as practicable.
- Be familiar with the Club Policy Manual and Operations Manual as related to the Junior Interclub aspect of the “Quality Tennis” Key Strategic Area, and ensure it is kept current/updated as needed.
- Ensure the Club aligns with “ClubMark” initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

g) Treasurer

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 2) – To ensure the Club is financially viable and sustainable.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Finance and Membership" Key Strategic Area.
- Prepare an annual Action Plan for the "Finance and Membership" Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as relates to the "Finance and Membership" Key Strategic Area, and ensure it is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure that the Club has long term financial stability and sustainability.
- Ensure that the subscription structure balances financial needs of the Club with members' needs.
- Ensure alternate revenue streams are developed in order to decrease the reliance on subscription funding from members.

OTHER RESPONSIBILITIES

- Prepare the annual budget for approval by the Committee and AGM.
- Prepare monthly accounts for presentation to Committee meetings.
- Monitor Club accounts and recommend any adjustments or improvements as necessary.
- Co-ordinate all bar activities, including purchases.
- Receive and bank money from various activities.
- Ensure payment of approved invoices and accounts.
- Recommend ways to increase revenue or decrease expenses.
- Develop recommendations for adjustments to annual subscriptions and Interclub fees.
- Liaise with banks and other organisations to gain additional funding, grants and sponsorship.
- Ensure that appropriate insurance policies are in place for the club and that these are regularly reviewed.
- Prepare and present an Annual Financial Report to each Annual General Meeting.
- Arrange for the annual accounts to be audited.
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

h) Secretary

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 3) – To ensure that all stakeholders receive timely, accurate and useful information regarding the activities of the Club.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Communications" Key Strategic Area.
- Prepare an annual Action Plan for the "Communications" Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as relates to the "Communications" Key Strategic Area, and ensure it is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure a regular programme of communicating with all members is developed.
- Ensure the Club website is an up to date, well known and effective key source of Club information.
- Ensure a marketing and communications strategy for attracting new members to the Club is developed.
- Ensure a Club information management system is developed that allows simple, efficient communication, record keeping and information management, and that it is up to date.

OTHER RESPONSIBILITIES

- Ensure minutes are taken of all Club meetings and distributed to relevant people prior to next meeting.
- Ensure that all enrolment forms are processed and accurately recorded.
- Co-ordinate the collation and printing of an annual membership booklet.
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

i) Site Manager

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 4) – To ensure the Club provides quality facilities that enable enjoyable year-round tennis.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Facilities" Key Strategic Area.
- Prepare an annual Action Plan for the "Facilities" Key Strategic Area and subcommittee using the template provided.
- Be familiar with the Club Policy Manual and Operations Manual as relates to the "Facilities" Key Strategic Area, and ensure it is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Ensure that all courts and facilities are available for quality tennis at all times.
- Ensure that all Club assets are repaired or replaced in a timely manner.
- Ensure that the Club is secure, safe and healthy for all.

OTHER RESPONSIBILITIES

- Ensure the building and grounds comply with all applicable legal requirements.
- Prepare a long term plan for asset management and replacement.
- Prepare annual equipment inventory and maintenance schedule.
- Arrange any necessary Club maintenance, including organising and supervising working bees as needed.
- Ensure the Club's security needs are adequately met.
- Ensure court lighting meets approved specifications.
- Keep court surrounds (fences, gardens etc) in good, clean condition.
- Ensure the Club has a well stocked and accessible first aid kit.
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

j) Social Manager

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- As per the Club's Strategic Plan (KSA 5) – To ensure that the Club has a vibrant year round social programme and a sense of identity.

KEY RESPONSIBILITIES

- To have overall responsibility for the Club's progress in the "Club Spirit" Key Strategic Area.
- Prepare an annual Action Plan for the "Club Spirit" Key Strategic Area and subcommittee using the template provided.
- Ensure the Club Policy Manual and Operations Manual as relates to the "Club Spirit" Key Strategic Area is kept current/updated as needed.
- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- To grow the Club's reputation as "the Friendly Club" in the North Harbour area.
- Ensure the Club offers significant opportunities for both on and off court social interaction.
- Ensure the Club dress standard reflects well on the Club.

OTHER RESPONSIBILITIES

- To organise annual social club events on an ongoing basis.
- Act as a friendly contact for new members to approach and get to know the Club.
- Act as a contact point for members with ideas on Club social activities.
- Ensure the Club aligns with "ClubMark" initiatives related to this KSA where practicable.
- Review this job description and ensure the next person taking over the role is prepared.

k) General Committee Member

TERM

- Usually elected by Annual General Meeting, and holds position until next Annual General Meeting.

PRIMARY OBJECTIVE

- To assist Officers of the Club in their progress towards the Club's strategic goals.

KEY RESPONSIBILITIES

- Assist as a member of various subcommittees.
- Assist with the day-to-day running of the Club.
- Act as an additional link between the Committee and the wider Club membership.

OTHER RESPONSIBILITIES

- Attend and actively participate in Committee meetings and other discussions e.g. policy development.
- Assist in ensuring the Club aligns with "ClubMark" initiatives where practicable.
- Review this job description and ensure the next person taking over the role is prepared.