

Roles & responsibilities of the Executive Committee (EC)

This document defines the responsibilities of the various EC Officer Roles & and other Club Officers & Subcommittees.

It should help inform new EC members what their role entails and help ensure all important tasks are undertaken, that might otherwise slip through the cracks due to inexperience or lack of knowledge. It should also help share the work load more evenly.

Some of the details below derive from the club's current constitution. Other details will be defined further based on feedback. The people who take on the role, take on the responsibility for the position but are free to delegate or engage others to assist. It is envisaged a Committee Member Handbook will be created which will fully expand on the outline below.

Chairman

- Chairs committee meetings, AGMs and EGMs.
- Represents the club externally, in the local community and the wider tennis community
- Ensure the committee members are familiar with the club constitution.
- Appoints committee members to specific roles and explains the responsibilities of their role.
- Encourage & assist committee members in carrying out their role & raise any concerns at the committee meetings.
- Is responsible for the long term development of the Club & support ideas, actions that will develop & sustain a healthy, vibrant & successful club.
- Promote a club culture that is transparent, welcoming, supportive & sociable.
- Ensure club is run in a financially sound manner.

Secretary

- Prepares the agenda for committee meetings, including AGMs & EGMs.
- Record the Minutes of Meetings & Send out minutes of committee meetings to the committee. Also sends out the minutes of the AGM to the full membership.
- Is responsible for maintaining the Members Booklet, Rules of the Club and Policies of the Club & and uploading of same to the club website.
- Is responsible for all legal, regulatory and insurance aspects of the Club, for handling the correspondence of the Club, for managing the Club's office and for receiving complaints etc.
- Forward a copy of the constitution & the committee handbook to all committee members upon their election.
- Monitor the Club Email account.

Treasurer

- Is responsible for the management of the financial assets and financial transactions of the Club, its financial deposits, and its bank and financial accounts.
- Present a financial update at each Committee Meeting. Highlight potential end of year surplus or deficit.

- Keep a good set of books for the club. I.e. keeping an account of all income & expenditure
- Make payments on behalf of the club, informing the committee of these (online) payments. All payments must be approved by the chairman & treasurer
- Produce the end of year set of accounts (incorporating previous year's figures).
- Provide bank account statements to the committee as requested.
- Actively, ensure club is getting the best rates for Gas, Electricity & Insurance and change supplier as necessary.

Membership Secretary

- Become familiar with the Club's Management Software (Acebook).
- Ensure Acebook automatically notifies members when their membership fees are due.
- Ensure Acebook records all the necessary membership details; fee payment records, members' contact details (mobile no., email & postal addresses) etc.
- Provide access fob & gate code to new members.
- Update, print the Club Welcome Leaflet for potential members and make available in the clubhouse lobby.
- Maintain Senior membership above 200
- Update the contacts list in Club's WhatsApp groups. Remove lapsed members within 2 months of year start (March 1st)
- General membership related matters.

Press Relations Officer

- Is responsible for press, social media, website and public relations and promotion of a positive image of the club. Mandate is simply to increase/maintain a high profile of the club. Examples include:
 - Publish League match information in local paper with photos where possible.
 - Publish any info on League Winners & Runners-Up's.
 - Ensure Team photos are taken for leagues teams. Photos of club Championships and other internal events, etc.
 - Assist with organising Open days, leaflet drops as required etc.
- Responsible for marketing campaigns.

Ladies Tennis Coordinator

Is responsible for organising and running ladies tennis in the Club. This includes:

- Liaising with the Ladies Selection Committee
- Organising Internal and external tournaments/club championships with the Mens Tennis Coordinator.
- Organise the Club Social Night (Roster for Organisers)
- Managing the ladies Ladders.
- Appoint, manage & support mentors (2) who will support new members.

Mens Tennis Coordinator

- Is responsible for organising and running men's tennis in the Club. This includes:
 - Liaising with the Mens Selection Committee
 - Organising Internal and external tournaments/club championships with the Mens Tennis Coordinator.
 - Organise the Club Social Night (Roster for Organisers)
 - Managing the Mens Ladders
 - Appoint, manage & support mentors (2) who will support new members.

Facilities Officer

- Is responsible for developing and maintaining facilities of the Club.
 - Cleaning of Clubhouse, Courts, Floodlighting, Landscaping
 - Clubhouse lighting, Plumbing, Alarm, TV, CCTV, etc.
 - Organise & manage the TUS person
 - Posting the Waste Collection Calendar in the Club house. (AES A/C 30271070, see <https://www.aesirl.ie/home/calendar/>)
- Manages/assist with any projects; e.g. new court resurfacing, fencing, etc.
- Acts as the Health and Safety Officer and is responsible for same in the Club.
- Complete monthly site inspections to ensure the club is safe.

Junior Tennis Coordinator

- Ensure Acebook automatically notifies juniors when their membership fees are due.
- Maintain an accurate junior membership using Acebook which includes a record of all fee payments, members' contact details (mobile no., email & postal addresses), etc.
- Responsible for all junior related tennis activities including;
 - Maintaining Junior membership above 200
 - Junior Coaching, Summer Camps, Blitzes, Social tennis, etc.
 - Junior Ladders & Junior Club Championships.

Clubmark Officer

- Responsible for achieving & maintaining Clubmark Silver Certification
 - Refer to Tennis Ireland Website for info on the Club Mark Certification program.

Social Officer

- Chairperson of the Social Events Subcommittee.
- Responsible for organising social events for the adult members.
 - Annual dinner dance, Pub quizzes (min 1 per year)
 - Christmas party, BBQ's etc.

Fundraiser/Sponsorship Officer

- Chairperson of the Fundraising/Sponsorship Subcommittee.
- Responsible for accessing any grants and other sources of funding
 - Sports Capital Grant, Local Amenity & Community grant, SEAI, Meath Local Sports Partnership
- Sponsorship.
 - Responsible for Sponsorship Process and maintaining Sponsorship database
 - Getting Sponsorship.

Development/Recruitment Officer (optional for 2024)

- Responsible for creating and maintaining Club Development Plan.
- Responsible for maintaining senior membership above 200.

General responsibilities for committee members

- Run the adult social night tennis a minimum of 2-3 nights in the year.
- Attend meetings
 - Give appropriate notice when missing a meeting.
 - Email any updates to the secretary & chairman at least 1 day before meeting.
- Membership of various subcommittees from time to time.

Other Officers and Subcommittees

Tennis Balls Officer

- Responsible for ensuring there are balls available in the club for all league & competitions and making them available to the team captains etc.
- Ensure we are purchasing the balls at the best price.

Child Protection Officers

- Responsible for ensuring that the club is fully compliant in the area of Child protection.
- Deal with child protection issues.

IT Officer

- Responsible for maintaining/supporting/training on the clubs IT applications
 - Website, club manager software, Spond etc.

Subcommittees

Mens Selection (5 members approx.)

Ladies Selection (5 members approx.)

Hearings (Complaints) Committee (5 members)