

Summary of Ainslie Tennis Club Positions (as at Jan 2024)

Executive Committee

President

- Act as a signatory for the Club in all legal and financial purposes.
- Ensure the club has clearly defined goals and objectives and a documented club strategy that includes how they will be achieved.
- Work with the Treasurer to implement strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash.
- Work with the Revenue Manager to establish revenue targets for the financial year, as well as to agree on the processes to achieve the targets.
- Work with the secretary to set the agenda for each committee and general meeting, including the clubs annual general meeting.
- Manage the Club's membership processes on My Tennis with the Assistance of the Revenue Manager.
- Chair all committee meetings including the Annual General Meeting.
- Ensure all meetings follow an agenda, are run efficiently and effectively, and are correctly recorded with minutes being archived.
- Act as a spokesperson for the club and represent it locally, regionally, and nationally as required.
- Complete the annual Tennis Australia Operational Health Check
- Work with the Treasurer ensuring Club membership is administered correctly, including payments, (new and renewals) and welcoming members.

Vice President

- Work collaboratively with Committee Members
- Be a supportive leader for all members
- Have a strong understanding of the legal and compliance obligations of running the club
- If the President is unable to fulfil their duties, the Vice President will step into that role.
- Provide support in leading the committee and ensuring a strong Club.
- Develop and maintain partnerships with sponsors, funding agencies, territory government and organisations that are relevant to the goals of the Club.
- In the absence of the President, the Vice President will:
 - Chair committee meetings
 - Chair the annual general meeting
 - Act as a spokesperson for the club and represent it at locally, regionally and nationally as required
 - Ensure all responsibilities of the President are undertaken.

Secretary

- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Lodge on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- Schedule committee meetings and general meetings (including the annual general meeting) in conjunction with the President.
- Prepare and circulate the agenda and supporting reports and any other information required prior to each committee meeting.
- Take the meeting Minutes of each committee and general meeting, circulating them within a week of the meeting to relevant people.

- Provide a summary of Committee Minutes for distribution to all Club members via social media.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- When requested, provide an up-to-date copy of the Constitution and bylaws at meetings.
- Manage the general correspondence of the Committee.
- Manage the communication from the Committee to Club members and other relevant stakeholders, including preparing and circulating newsletters to all members.
- Retain Club records (other than financial) for two years and after two years oversee the transfer of relevant Club documentation, including financial, to the ACT Heritage Library.

Treasurer

- Be numerate with well-developed spreadsheet skills.
- Manage the Club's finances including managing the Club's bank accounts including regularly reviewing optimum banking arrangements to maximise interest received through term deposits or maximiser accounts.
- Utilise online working bank account in conjunction with a second Committee signatory (of whom there should be at least three available) to pay bills and to transfer moneys to a sinking fund account as appropriate.
- Prepare and are present financial reports to Committee meetings.
- Prepare and submit audited annual financial reports at the AGM.
- Ensure all approved expenditure is paid when it falls due, and income is banked in a timely manner.
- Acquit the expenditure of Grants received by the Club to the satisfaction of organisations requiring the acquittals.
- Manage the Club's GST receipts and payments including lodging annual GST returns with the ATO.

Revenue Manager

- Be numerate with well-developed spreadsheet skills.
- Assist the President manage memberships through My Tennis including providing the Committee with the regular analysis of membership statistics.
- Manage the recording of the Club's revenue receipts from My Tennis, Book A Court and other sources including donations.
- Utilising Stripe tools, provide the Committee with a quarterly revenue analysis to identify potential room for improvement including reviewing revenues directly received from the Club Coach.
- Obtain Committee approval for and implement revenue policies designed to maximise revenues collected by the Club.
- Provide guidance to the Fund Raising Subcommittee about the likely financial benefit of proposed fund raising activities.

Non-Executive Committee

Coaching and Junior Tennis League Coordinator

- The Club's Coaching and Junior Coordinator is a contracted position.
- The contracted Coach has number of goals including:
 - Greater availability of adult and junior coaching services across the full week during the four school terms.
 - Increased Club revenues from coaching.
 - Development of a strong working relationship between the Club and Active Tennis Coaching and active participation by the Coach and their team in Club events.
- The relation to Junior Tennis League the Coordinator will:
 - Ensure teams are selected in accordance with ACT Tennis guidelines and policies and entered into the ACT Tennis Association Tennis League Competitions in a timely manner and ensures players adhere to Association Competition rules.
 - Ensure all selected players are members of either Ainslie or Braddon Tennis Clubs.
 - Reserve junior home courts on Book A Court.
 - Provide the Committee with regular reports on team results.

Adult Tennis League Coordinator

- Ensure teams are selected in accordance with ACT Tennis guidelines and policies and entered into the ACT Tennis Association Tennis League Competitions in a timely manner and ensures players adhere to Association Competition rules.
- Ensure all selected players are members of either Ainslie or another ACT Tennis Club to ensure they are insured.
- Provide the Committee with regular reports on team results.
- Reserve senior home courts on Book A Court.
- Work with team captains to ensure teams are prepared to play at designated venues on designated dates and times and to ensure that team members play in accordance with required etiquette and behaviour.
- Ensure that team captains can fill team vacancies caused by illness, unavailability, etc.
- Attend Association competition meetings as required.

Asset Manager

- In consultation with the Chair of the Strategic Asset Management Committee, alert the Committee of any major works or repairs required for consideration and once approved, project manage the delivery of the works or repairs.
- Monitor progress of volunteer tasks such as garden maintenance, court repairs and working bees.
- Liaise with the Strategic Asset Management Subcommittee to develop a budget for the maintenance work required for the ensuing year.
- Liaise with the Treasurer to arrange for minor repairs (less than \$1000) or the purchase of minor items (less than \$100 per item) to undertake necessary maintenance work.
- Manage book a court, lights, and security for the Clubhouse and surrounds.
- Liaise with any third party contractors and ensure they do not commence work of any kind unless evidence of insurance and safety legislation compliance is forthcoming.

Social Media Manager

- Maintain the Club's website and Facebook page, as well as any other social media devices agreed from time to time.
- Assist the Secretary to prepare newsletters for all members.
- Take the lead role in the preparation of sponsor's promotional material, both signage and on line.
- Take the lead in the preparation of material designed to encourage new memberships and to promote Club events.
- Be the primary point of contact for all social media enquiries.

General Committee Members

The general responsibilities of a committee member are wide and varied. The Constitution provides that the maximum size of the General Committee is 13 members. After all positions are filled the balance remaining determines the number of General Committee Members. Their roles may include, but are not limited to the following:

- Contribute to the development, definition and delivery of the club culture and behaviours.
- Contribute to the development of the club goals, objectives and club strategy.
- Undertake club tasks at the request of the President or the Executive Committee.
- Attend and actively participate in Committee meetings.
- Provide a link between the Committee and Club social groups such as the Racqueteers, Sunday Social and the Used2Be's.

Subcommittees

Chair, Strategic Asset Management Subcommittee

- Co-opt Club Members to the subcommittee including the Club's Asset Manager.
- Oversee the development of a Strategic Asset Management Plan for submission to the General Committee for endorsement.
- Review the Plan annually and resubmit for endorsement.
- Oversee the preparation of applications for Grants as appropriate.

Chair, Fund Raising Subcommittee

- Co-opt Club Members to the subcommittee including the Revenue Manager.
- Oversee the development and implementation of fund-raising initiatives that are likely to result in significant returns on any investment involved.
- Report fund raising results to the General Committee.
- Authorise the initial outlay of funds needed to implement a fund-raising initiative such as items to be sold at a Bunnings BBQ.