

## **Summary of Ainslie Tennis Club Positions**

### **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.
- Develop and maintain partnerships with sponsors, funding agencies, territory government and organisations that are relevant to the goals of the Club.
- Complete the annual Tennis Australia Operational Health Check

### **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
- In the event that 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.
- Assist in the development of 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. The minutes of each meeting must be signed by the President confirming they are a true and correct reflection of the meeting.
- 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 quarterly newsletters to all members.

## **Treasurer**

- Be numerate with well developed spreadsheet skills
- Manage the Club's finances including managing the Club's bank accounts including arranging new banking institutions as appropriate and maximising interest through term deposits or maximiser accounts.
- Where possible utilise online bank account in conjunction with a second Committee signatory to pay bills, but also to ensure cheque book signatories are current and reflect decisions of the AGM.
- Financial reports, including the preparation of audited annual financial reports are prepared and are presented at the AGM.
- Ensure all approved expenditure is paid when it falls due and income is banked in a timely manner.
- Prepare and table at Committee meetings financial reports summarising the Club's current financial position.
- 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.
- Review on an annual basis the advantages/disadvantages of GST Registration and de-register if appropriate.

## **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.
- Develop, obtain Committee approval for and implement revenue policies designed to maximise revenues collected by the Club.
- Chair the Fund Raising Committee and coordinate the Club's fund raising efforts.

### **Coaching and Pennant Coordinator**

- Ensure teams are selected in accordance with ACT Tennis guidelines and policies and entered into the ACT Tennis Association Senior and Junior Pennant Competitions in a timely manner and ensures players adhere to Association Competition rules.
- Ensure all pennant players are members of either Ainslie or another ACT Tennis Club to ensure they are insured.
- Work with the Junior Pennant Coordinator to encourage the development of an active Agree player pennant fees in consultation to the Committee and subsequently work with the Treasurer to ensure that fees are received by the Club by the due date each season.
- Provide the Committee with regular reports on team results
- Reserve senior and junior 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 are able to fill team vacancies caused by illness, unavailability, etc.
- Attend Association competition meetings as required.

### **Asset Manager**

- Develop and maintain a Strategic Asset Management Plan which prioritises facility maintenance tasks needing to be done.
- 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 working bees.
- Liaise with the Treasurer and the Committee to develop a financial plan or budget for the maintenance work required for the year.
- Liaise with the Treasurer to arrange for purchase of minor items to undertake necessary maintenance work.
- Put in place processes and systems to ensure that all equipment and machinery is securely and appropriately locked away when not in use.
- Manage 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.
- Maintain the Communications portal of the Ainslie version of the My Tennis website including maintaining appropriate mailing lists.
- Assist the Secretary to prepare quarterly 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

### **Coach**

- Encourage the development of coaching activities utilising the Club's facilities.
- Be the conduit between the coaching activities at the Club and the Committee.
- Work with the Coaching and Pennant Coordinator to maximise the benefits for the Club arising from the day to day coaching activities.

### **General Committee Members**

The general responsibilities of the committee member are wide and varied. They may include, but are not limited to the following responsibilities:

- 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 general committee.
- Attend and actively participate in Committee meetings.
- From time to time volunteer to join activity specific subcommittees such as those organising the Christmas Doubles and BBQ event or a Bunnings BBQ fundraiser.
- Provide a link between the Committee and Club groups such as the Racqueteers and other social groups.