

#	Name	Title	Reports To	Role Type	Chart Cell	Role Description	Comments
	(current / proposed)						
1	Donald Smith	President		Executive	President president@... Donald Smith	Chairs committee meetings. Represents the club at high level meetings. Works with the executive and other committee members to ensure the club's actions and future direction are in line with its purposes as specified in the club's Rules of Incorporation.	As required by constitution
2	Michael Roberts	Vice President	President	Executive	Vice President vice.president.1@... Michael Roberts	Chairs committee meetings in the absence of the President. Represents the club at high level meetings.	As required by constitution
3	Vicki Mount	Vice President	President	Executive	Vice President vice.president.2@... Vicki Mount	Chairs committee meetings in the absence of the President. Represents the club at high level meetings.	As required by constitution
4	Laura Langmead	Volunteer Coordinator	President	Committee	Volunteer Coordinator volunteers@... Laura Langmead	Identifies people who may be suitable for particular volunteer roles, either through their own connections or by the recommendation of others. Approaches potential volunteers to discuss their willingness and suitability for a particular role. Makes recommendations to the committee based on these discussions. Invites volunteers to take up roles. Supports people already in club volunteers roles. Recommends ways to recognise volunteers' contributions to the club.	Do-Anywhere / Computer-Based Task
5	Peter Splatt	Secretary	President	Executive	Secretary secretary@... Peter Splatt	Receives correspondence from all parties, both within and outside the club. Responds to these correspondences. Liaises with other stakeholders - Monash Council, Tennis Victoria, school groups etc. Oversees the recording of committee meeting minutes.	As required by constitution
6	Rick Odgers	Treasurer	President	Executive	Treasurer treasurer@... Rick Odgers	Prepares OTC's monthly financial summary. Countersigns bank withdrawals (with one other signatory).	As required by constitution
7	Peter Splatt	Competition Tennis Manager	President	Committee	Competition Tennis Manager competition@... Peter Splatt	Submits teams to relevant associations by competition deadlines. Ensures courts required are booked for competition.	Mainly a do-anywhere / computer-based task, with occasional work to be done at the club.
8	Vikki Mount	Social Tennis Manager	President	Committee	Social Tennis Manager social@... Vikki Mount	Oversees and liaises between all social tennis groups, Book-A-Court manager and the committee.	Club-Based Task
9	Tina Keown	Coaching Manager	President	Committee	Coaching Manager VTA.coaching@... Tina Keown	Oversees all coaching operations in accordance with OTC-VTA Club-Coach Agreement. Liaises with committee on all club-coach issues.	Club-Based Task
10	Michael Roberts	Maintenance Manager	President	Committee	Maintenance Manager maintenance@... Michael Roberts	Oversees all maintenance issues at OTC. Coordinates or schedules court grooming, rubbish removal, improvement of fixtures etc. to keep the courts in the best possible condition. Liaises with Monash Council to resolve any issues that we cannot fix ourselves, or are outside out lease & licence agreements.	Club-Based Task
11	Mark Hao	Recycling Manager	President	Committee	Recycling Manager recycling@... Mark Hao	Oversees all recycling and lost property programs. Investigates the new initiatives that are now available for the recycling of club-related items (such as tennis balls and sport shoes). Recommends which of these projects we could become involved with. Oversees the runnong of approved projects at the club.	Club-Based Task
12	Donald Smith	Communications Manager	President	Committee	Communications Manager communication@... Donald Smith	Oversees all communications amd information technology programs at OTC.	Mainly a do-anywhere / computer-based task, with occasional work to be done at the club.
13	Vicki Mount	Welfare Manager	President	Committee	Welfare Manager welfare@... Vicki Mount	Oversees allareas of member welfare and social health at OTC.	Do-Anywhere / Computer-Based Task
14	TBA	Minute Secretary	Secretary	Committee	Minute Secretary minutes@... TBA	Takes minutes at OTC committee meetings. Distributes minutes to committee members as soon as possible afterwards. Posts committee minutes to our website. Creates agendas for future committee meetings.	Committee Meeting Assistance
15	TBA	Assistant Secretary	Secretary	Non-committee	Assistant Secretary info@... TBA	Provides assistance to the Secretary as requested.	Do-Anywhere / Computer-Based Task

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16	TBA	Compliance Manager	Secretary	Non-committee	Compliance Manager TBA	Ensures that OTC complies with all requirements as set out by the law and various other bodies with whom we deal, such as Monash Council (Lease and Licence), Tennis Victoria, Tennis Australia, WDTA, Working with Children Check etc. Ideally, reviews all documentation and requirements, creates a calendar / timeline indicating what actions need to be taken and when to ensure ongoing compliance.	Do-Anywhere / Computer-Based Task
17	Peter Splatt	Book-A-Court Manager	Secretary	Non-committee	Book-A-Court Manager Peter Splatt	Maintains all court bookings on the Book-A-Court system. Liaises with all court booking stakeholders (competition, coaching, social groups, schools, etc).	Do-Anywhere / Computer-Based Task
18	TBA	ClubSpark Database Manager	Secretary	Non-committee	ClubSpark Database Manager TBA	Checks OTC ClubSpark database to ensure members' details have correct spelling, capitalisation and consistency of data.	Do-Anywhere / Computer-Based Task
19	TBA	Assistant Treasurer	Treasurer	Non-committee	Assistant Treasurer info TBA	Provides assistance to the Treasurer as requested. Someone who is an accountant or a book-keeper, who is also proficient in Microsoft Excel would be ideal for this role.	Committee Meeting Assistance
20	TBA	Sponsorship Manager	Treasurer	Non-committee	Sponsorship Manager TBA	Helps secure sponsorships for each of our 8 tennis courts to help ensure our long-term financial stability. Investigates sponsorship packages. Identifies potential sponsors for the committee's consideration. Ensures sponsor payments are up to date. Works with sponsors to ensure sponsors get value for money.	Do-Anywhere / Computer-Based Task
21	Rick Odgers	Membership Verifier / Approver / Welcoming Officer	Treasurer	Non-committee	Membership Verifier / Approver / Welcoming Officer Rick Odgers	Receives emails from ClubSpark advising of new member applications. Verifies new members' application suitability. Confirms new members' bank payments. Approves memberships in ClubSpark. Confirms approval with new members.	Do-Anywhere / Computer-Based Task
22	Donald Smith	Apparel Manager	Treasurer	Non-committee	Apparel Manager Donald Smith	Sets up apparel shop (to ensure apparel deliveries before Summer & Winter WDTA seasons). Recommends price levels, based on supplier pricing. Investigates new club apparel options.	Do-Anywhere / Computer-Based Task
23	Vicki Mount	Raffle Coordinator	Treasurer	Non-committee	Raffle Coordinator Vicki Mount	Runs all OTC-approved raffles.	Do-Anywhere / Computer-Based Task
24	TBA	Grant Availability Checker	Treasurer	Non-committee	Grant Availability Checker TBA	Contact person for all grant-related emails (which can be subscribed to). Researches possible grant opportunities, and recommends worthwhile grants to the committee, so enough time is available to apply.	Do-Anywhere / Computer-Based Task
25	TBA	Grants Applications Writer	Treasurer	Non-committee	Grants Applications Writer TBA	Writes grant applications for all OTC committee approved projects.	Do-Anywhere / Computer-Based Task
26	TBA	Australian Sport Foundation Officer	Treasurer	Non-committee	Australian Sport Foundation Officer TBA	ASF = Australian Sports Foundation	Do-Anywhere / Computer-Based Task
27	TBA	New Revenue Streams Investigator	Treasurer	Non-committee	New Revenue Streams Investigator TBA	Investigates potential new revenue streams and makes recommendations to the treasurer and/or committee.	Do-Anywhere / Computer-Based Task
28	Noah Wooldridge	Junior Convenor - WDTA Saturday	Competition Tennis Manager	Non-committee	Junior Convenor - WDTA Saturday competition@... Noah Wooldridge	Submits team recommendations to OTC Competition Tennis Manager. Ensures all team members are OTC members before submitting teams. Attends WDTA Match Convenor meetings before the start of each season. Supervises all home tennis matches in line with WDTA Venue Supervisor guidelines. Enters team results each week by the WDTA deadline.	Club-Based Task
29	Noah Wooldridge	Junior Convenor - WDTA Sunday	Competition Tennis Manager	Non-committee	Junior Convenor - WDTA Sunday competition@... Noah Wooldridge	Submits team recommendations to OTC Competition Tennis Manager. Ensures all team members are OTC members before submitting teams. Attends WDTA Match Convenor meetings before the start of each season. Supervises all home tennis matches in line with WDTA Venue Supervisor guidelines. Enters team results each week by the WDTA deadline.	Club-Based Task
30	Peter Splatt	Senior Convenor - WDTA Saturday	Competition Tennis Manager	Non-committee	Senior Convenor - WDTA Saturday competition@... Peter Splatt	Submits team recommendations to OTC Competition Tennis Manager. Ensures all team members are OTC members before submitting teams. Attends WDTA Match Convenor meetings before the start of each season. Enters team results each week by the WDTA deadline.	Club-Based Task

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31	Laura Langmead	Vic Pennant Convenor - Ladies	Competition Tennis Manager	Non-committee	Vic Pennant Convenor - Ladies competition@... Laura Langmead	Submits team recommendations to OTC Competition Tennis Manager. Ensures all team members are OTC members before submitting teams. Enters team results each week by the Tennis Victoria deadline.	Club-Based Task
32	Peter Splatt	Vic Pennant Convenor - Men	Competition Tennis Manager	Non-committee	Vic Pennant Convenor - Men competition@... Peter Splatt	Submits team recommendations to OTC Competition Tennis Manager. Ensures all team members are OTC members before submitting teams. Enters team results each week by the Tennis Victoria deadline.	Club-Based Task
33	Peter Splatt	Night Tennis Convenor - WDTA	Competition Tennis Manager	Non-committee	Night Tennis Convenor - WDTA competition@... Peter Splatt	Submits team recommendations to OTC Competition Tennis Manager. Ensures all team members are OTC members before submitting teams. Attends WDTA Match Convenor meetings as required. Enters team results each week by the WDTA deadline.	Club-Based Task
34	Peter Splatt	Night Tennis Convenor - BDNTA	Competition Tennis Manager	Non-committee	Night Tennis Convenor - BDNTA competition@... Peter Splatt	Submits team recommendations to OTC Competition Tennis Manager. Ensures all team members are OTC members before submitting teams. Attends WDTA Match Convenor meetings as required. Enters team results each week by the WDTA deadline.	Club-Based Task
35	Vicki Mount	Social Tennis Manager - Week days	Social Tennis Manager	Non-committee	Social Tennis Manager - Week days Vicki Mount	Ensures courts have been booked as required. Performs Court Captain duties (arrangement of sets) or appoints a CC. Collects any fees (ball money / visitor fees). Liaises with social players. Reports any issues to the Social Tennis Manager.	Club-Based Task
36	Peter Splatt	Social Tennis Manager - Week nights	Social Tennis Manager	Non-committee	Social Tennis Manager - Week nights Peter Splatt	Ensures courts have been booked as required. Performs Court Captain duties (arrangement of sets) or appoints a CC. Collects any fees (ball money / visitor fees). Liaises with social players. Reports any issues to the Social Tennis Manager.	Club-Based Task
37	Vicki Mount	Social Tennis Manager - Saturday	Social Tennis Manager	Non-committee	Social Tennis Manager - Saturday Vicki Mount	Ensures courts have been booked as required. Performs Court Captain duties (arrangement of sets) or appoints a CC. Collects any fees (ball money / visitor fees). Liaises with social players. Reports any issues to the Social Tennis Manager.	Club-Based Task
38	Vicki Mount	Social Tennis Manager - Sunday	Social Tennis Manager	Non-committee	Social Tennis Manager - Sunday Vicki Mount	Ensures courts have been booked as required. Performs Court Captain duties (arrangement of sets) or appoints a CC. Collects any fees (ball money / visitor fees). Liaises with social players. Reports any issues to the Social Tennis Manager.	Club-Based Task
39	Tina Keown	VTA Head Coach	Coaching Manager	Non-committee	VTA Head Coach tina@victennisacademy.com.au Tina Keown	Manages coaching operations at OTC.	Club-Based Task
40	Patrick Gould	VTA Coach	Coaching Manager	Non-committee	VTA Coach Patrick Gould	Provides coaching services as directed by the coaching manager.	Club-Based Task
41	Sonaal Asthana	VTA Coach	Coaching Manager	Non-committee	VTA Coach Sonaal Asthana	Provides coaching services as directed by the coaching manager.	Club-Based Task
42	Noah Wooldridge	VTA Coach	Coaching Manager	Non-committee	VTA Coach noahjack23@gmail.com Noah Wooldridge	Provides coaching services as directed by the coaching manager.	Club-Based Task
43	Eduardo Dominguez	VTA Coach	Coaching Manager	Non-committee	VTA Coach Eduardo Dominguez	Provides coaching services as directed by the coaching manager.	Club-Based Task
44	Renato Moreira	VTA Coach	Coaching Manager	Non-committee	VTA Coach Renato Moreira	Provides coaching services as directed by the coaching manager.	Club-Based Task
45	Atri Bhatt	VTA Coach	Coaching Manager	Non-committee	VTA Coach Atri Bhatt	Provides coaching services as directed by the coaching manager.	Club-Based Task
46	Kristen Crew	VTA Coach	Coaching Manager	Non-committee	VTA Coach Kristen Crew	Provides coaching services as directed by the coaching manager.	Club-Based Task
47	TBA	VTA Coach	Coaching Manager	Non-committee	VTA Coach TBA	Provides coaching services as directed by the coaching manager.	Club-Based Task
48	Janne Humphreys	Clubhouse Consumables	Maintenance Manager	Non-committee	Clubhouse Consumables Janne Humphreys	Ensures all clubhouse consumables are kept up to date. Advises if any other items are needed for the smooth running of the clubhouse.	Club-Based Task

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49	Rose Powell	Clubhouse Maintenance	Maintenance Manager	Non-committee	Clubhouse Maintenance Rose Powell	Ensures clubhouse is regularly cleaned. Reports any issues for committee attention.	Club-Based Task
50	TBA	Court Maintenance	Maintenance Manager	Non-committee	Court Maintenance TBA	Attends to minor fence signage maintenance tasks. Reports where signs need to be removed, replcaed or updated.	Club-Based Task
51	TBA	Court Debris Removal	Maintenance Manager	Non-committee	Court Debris Removal TBA	Regularly removes all tree debris (branches, leaves, sticks, gum nuts etc) and other items from the courts that will cause damage to the artificial grass. Advises the Maintenance Manager / committee of any issues requiring extra assistance and / or council attention. Recommends equipment required to perform this task in the most efficient manner.	Club-Based Task
52	TBA	Court Surrounds Maintenance	Maintenance Manager	Non-committee	Court Surrounds Maintenance TBA	Ensures the court and clubhouse surrounds are maintained on a regular basis, so they are kept neat, clean and clear of rubbish. Advises the Maintenance Manager / committee of any issues requiring extra assistance and / or council attention. Recommends equipment required to perform this task in the most efficient manner. The occasional mowing of the grassed area could also be part of this role.	Club-Based Task
53	TBA	Moss Patrol	Maintenance Manager	Non-committee	Moss Patrol TBA	Documents (with photos & locations) on areas of moss that will need to be treated at each quarterly maintenance.	Club-Based Task
54	TBA	Storage Area Maintenance	Maintenance Manager	Non-committee	Storage Area Maintenance TBA	Keeps the storage area neat and tidy. Helps to organise the storage area, so everything is easy to find. Makes recommendations as to how best to use the storage space. Identifies items for disposal to Maintenance Manager for committee approval.	Club-Based Task
55	TBA	Fence Signage Maintenance	Maintenance Manager	Non-committee	Fence Signage Maintenance TBA	Attends to minor fence signage maintenance tasks. Reports where signs need to be removed, replcaed or updated.	Club-Based Task
56	TBA	Security Officer	Maintenance Manager	Non-committee	Security Officer TBA	Regularly checks courts, fences, locks, the clubhouse and surrounds for damage or graffiti. Reports issues to the Maintenance Manager and recommends repairs or corrective action.	Club-Based Task
57	TBA	Facilities / Major Projects Liaison	Maintenance Manager	Non-committee	Facilities / Major Projects Liaison TBA	Liaises with outside parties (Monash Council, Tennis Victoria, specialist contractors etc.) to provide facility access and effective communication between all parties to ensure the smooth completion of all projects.	Mainly a do-anywhere / computer-based task, with occasional work to be done at the club.
58	Mark Hao	Recycling - Tennis Balls	Recycling Manager	Non-committee	Recycling - Tennis Balls Mark Hao	Manages the recycling of tennis balls at OTC.	Club-Based Task
59	Mark Hao	Recycling - Tennis Shoes	Recycling Manager	Non-committee	Recycling - Tennis Shoes Mark Hao	Manages the recycling of tennis shoes at OTC.	Club-Based Task
60	Mark Hao	Recycling - Tennis Clothing	Recycling Manager	Non-committee	Recycling - Tennis Clothing Mark Hao	Manages the recycling of tennis clothes at OTC.	Club-Based Task
61	Mark Hao	Lost Property Coordinator	Recycling Manager	Non-committee	Lost Property Coordinator Mark Hao	Manages lost property at OTC.	Club-Based Task
62	Norman Soh	Information Technology Manager	Communications Manager	Non-committee	Information Technology Manager Norman Soh	Assists in all Information Technology issues that affect the club, such as setting up our office with a new computer & peripherals / internet / wi-fi / connection to on-court speakers, installation of our big TV in the pavilion, digital honours boards etc. Recommends computers, software, peripheral and other electronic equipment necessary to achieve outcomes as specified by the committee. Sets up and installs all such equipment. Trains committee and other club members of their proper use. Oversees maintenance and updates of the above items.	Mainly a do-anywhere / computer-based task, with occasional work to be done at the club.

#	Name	Title	Reports To	Role Type	Chart Cell	Role Description	Comments
63	TBA	Website Manager	Communications Manager	Non-committee	Website Manager TBA	Ensures the OTC website is up to date by: - Sharing findings from website content checkers, benchmarkers and researchers with the committee, and recommending website improvements. - Asking the appropriate club source to provide the content to update the relevant pages, or to update the pages themselves. - Updating, or facilitating the update of the OTC website in line with any suggestions that are approved by the committee.	Do-Anywhere / Computer-Based Task
64	TBA	OTC Website Content Checker	Communications Manager	Non-committee	OTC Website Content Checker TBA	Regularly checks OTC website pages for: - Spelling and grammatical errors. - Unnecessary repetition. - Information which is incorrect or out of date. - Any opportunities to make the website more user-friendly. May recommend content themselves or may ask the person responsible for the content to provide and update. May update the website themselves, or may forward the required updates to the Website Manager.	Do-Anywhere / Computer-Based Task
65	TBA	non-OTC Website Benchmark	Communications Manager	Non-committee	non-OTC Website Benchmark TBA	Continuously checks non-OTC websites of other sporting (especially tennis) clubs for: - Useful information OTC could include in its website. - Better ways of displaying information. - Any ideas to make our website more useful to our members.	Do-Anywhere / Computer-Based Task
66	TBA	Internet Researcher - Tennis Australia	Communications Manager	Non-committee	Internet Researcher - Tennis Australia TBA	Regularly checks Tennis Australia's website (www.tennis.com.au), which has a lot of information to help clubs run more effectively. Finds information which may be of benefit to OTC. Advises the committee of these findings, makes recommendations as to what OTC could use and (if desired) assists in their implementation. Also carries out internet searches and provides summaries of findings on any topics as requested by the committee.	Do-Anywhere / Computer-Based Task
67	TBA	Internet Researcher - ClubMap	Communications Manager	Non-committee	Internet Researcher - ClubMap TBA	Regularly checks ClubMap's website (www.clubmap.com.au), which has a lot of information to help clubs run more effectively. Finds information which may be of benefit to OTC. Advises the committee of these findings, makes recommendations as to what OTC could use and (if desired) assists in their implementation. Also carries out internet searches and provides summaries of findings on any topics as requested by the committee.	Do-Anywhere / Computer-Based Task
68	TBA	Social Media / Facebook Manager	Communications Manager	Non-committee	Social Media / Facebook Manager TBA	Manages the OTC Facebook and other social media pages. Posts information to these forums.	Do-Anywhere / Computer-Based Task
69	Laura Langmead	Member Protection Information Officer	Welfare Manager	Non-committee	Member Protection Information Officer Laura Langmead	The Member Protection Information Officer (MPIO) is the first point of call for any enquiries, concerns or complaints regarding Occupational Health Safety & Environment. The MPIO will provide information and support regarding concerns / complaints and advice on club policies and procedures.	Do-Anywhere / Computer-Based Task
70	TBA	Membership Query Responder	Welfare Manager	Non-committee	Membership Query Responder TBA	Answers queries relating to OTC membership from prospective or new members.	Do-Anywhere / Computer-Based Task
71	TBA	Medical Officer	Welfare Manager	Non-committee	Medical Officer TBA	Advises the committee on medical matters that affect OTC, such as medical supplies needed, training etc.	Mainly a do-anywhere / computer-based task, with occasional work to be done at the club.
72	TBA	Safety Officer	Welfare Manager	Non-committee	Safety Officer TBA	Advises the committee on safety issues or hazards affect OTC. Provides recommendations on making the club a safe location for all attendees.	Do-Anywhere / Computer-Based Task
73	TBA	Social Events Coordinator	Welfare Manager	Non-committee	Social Events Coordinator TBA	Suggests other social events for the club to the committee. Coordinates the running of any approved events.	Mainly a do-anywhere / computer-based task, with occasional work to be done at the club.
74	TBA	Club Historian	Welfare Manager	Non-committee	Club Historian TBA	Investigates and updates the club's history.	Do-Anywhere / Computer-Based Task
75	TBA	TBA	TBA	TBA	TBA TBA		