

2022 AGM

MANDURAH TENNIS CLUB
ANNUAL GENERAL MEETING



TUESDAY 21ST JUNE 6 PM
- CLUBHOUSE -

WELCOME EVERYONE

PLEASE JOIN US FOR THIS IMPORTANT CLUB EVENT

Elections will take place at the Annual Meeting.
Committee Nomination close **6pm Tuesday 24th May 2022**

Members wishing to bring forward specific business at the Annual General Meeting shall submit a Notice of Motion in writing to
info@mandurahtennisclub.com.au
by Tuesday 7th June 2022

Free Evening Social Tennis 4pm~

Can't make it on time? just join when you can!
Please enjoy refreshments
provided by the club afterwards



Mandurah Tennis Club is managed and run by committee members, and wouldn't exist without their voluntary work and commitments. Current committee is too small to handle the fast growing club, we are missing out lots of opportunities due to limited number of volunteers for the size of the club.

PLEASE join the team and make the difference together!

The bigger committee with fresh ideas, The better chance to further advance the club, More social tennis, competitions, events, unlimited opportunities.

We need more support from members to make it happen.

Seeking to fill the **vacant positions, also welcome additional members for each position to share the work (except the first six office holders and club coach).**

Happy to be involved, but not quite sure?

PLEASE consider to become 'General Committee Member' and help with some jobs listed below.

To be specific: We'd like to form a committee of 14 members, 6 for the office holder of the association, and another 8 for the general committee.

Everyone is busy with their life, please look at the sample list below and see if you can find one to help support the club in your spare time.



President	Rodger Graham
Vice president	Vacant
Secretary	Anne Atkinson
Treasurer	Robin Rice
Ass Treasurer	Vacant
Club Captain	Vacant

Membership	Vacant
Junior Coordinator	Junko Smyth
PR/Marketing	Junko Smyth
Building and Grounds	Colin Johns
Kitchen	Pam Toner
Events	Brian Hearly

Club Coach	Clay Berry
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List of voluntary jobs	Descriptions	Who can do this
IT1: Homepage	Updating informations	Committee
IT2: Social Media	Facebook and Instagram *Instagram is not fully established yet	Committee
IT3: Brochure/ Poster	Currently using the app called 'Canva'	Junko/Anyone
IT4: Online forms	Currently using 'Snapforms' for 'Club shirt order', 'court/ball machine hire', 'Club Champs entry', 'Survey'. Basically everything to do with forms.	Committee
IT5: EFTPOS machine	Manage 'Square terminal' and the online account, charge battery, input sales items	Committee
IT6: TW League coordinator	Plan and handle TW League, form/enter teams, communication with TW and players *Junior Coordinator handles junior section	Committee
Ball purchase	Stock check, order online, arrange delivery. Shop: 'Tennis Only'	Committee
Ball Machine	Manage Ball Machine Hire, Charge battery, Change balls	Committee
Smart lock	Setting/changing codes to gate/toilet locks	Committee
Club Shirt	Stock check, order/collection, dealing with member's purchase, Shop: 'Hot Klobba' on Park Road, Mandurah	Committee
Sponsor/Grant Application	Find sponsors, apply for funding/grants	Committee/Anyone
Drink Machine	Refill drink machine	Sue/Anyone
Day Captain	Run social tennis, collect ball fee, record players list, manage court/players board. Ideal to have 3 day captains per social tennis to rotate the role. Currently have 7 day captains for 3 social tennis. More day captains required to run more social tennis.	Anyone
Canteen/Kitchen	Help running canteen during events such as 'Club Champs' 'Tournaments' 'Open Day' 'Quiz Nights' etc	Anyone
Busy Bee	Approx every 3 months. Please try attend at least once a year. Appreciate \$10 donation from those who wish to help but unavailable	Anyone
Bar	Please let us know if you possess 'RSA' to serve alcohol	Anyone
Donations	Make prize donations for fundraising events, Quiz Night, Raffle etc	Anyone
Bunnings Sausage Sizzle (fundraising)	1~3 times a year, Saturday or Sunday, usually 3~4 hours roster, need at least 8 volunteers a day	Anyone
Recycled bottles	Collect recycled bottles, deliver/collect money, deposit it into MTC account	Anyone
Building/Grounds general work	Painting, fixing. Mostly DIY jobs	Anyone
Event helper	Assist to run events such as 'Open Day', 'Christmas Party', 'Quiz Night', 'Club Champs' etc.	Anyone

*IT - some basic digital skill required