

Officer Tennis Club Committee of Management 2020-2021

Officer Bearer	Name	General Duties	Contact Details
Executive Committee: President	Phillip Dockley	Principle leadership and responsibility for the Club and Committee Club Governance Liaise with Officer Recreation Reserve Committee	0417 325 926 president@officertennisclub.com.au
Secretary	Karina Clark	Manage OTC Gmail including incoming & outgoing mail Prepare general correspondence/emails to Club Members Contact for OTC general enquiries Contact for court hire and bookings Minutes taker and distribute agendas, reports and minutes	0422 409 791 secretary@officertennisclub.com.au
Treasurer	Jacque Rice	Responsible for the financial supervision of the OTC Provide regular reports on the Club's financial status at Committee Meetings Invoicing/Banking/Bill payments Membership administration Oversee Apparel, Grants and Canteen Streams.	0458 080 376 treasurer@officertennisclub.com.au
Vice President/ Marketing, Promotion and Revenue	Michelle Pitcher	Provide backup for club President if required. Oversees Social Media/Publicity, Sponsorship and Fundraising streams. Development of strategies and codes of conduct/guidelines for operation for the Marketing streams. Overall responsibility for ensuring the clubs media presence is structured and compliant with any required governance.	0419 970 598 vicepres@officertennisclub.com.au
Tennis Development Coordinator	Kylie Hoghton	Liaise between Club, Coordinators and Coaches. Oversee Player selection and Promoting player pathways. Plan and resource Tennis programs/initiatives. Oversee Safety & Wellbeing Officer and Coordinator streams.	0458 999 347 tennis@officertennisclub.com.au
General Committee: Junior Coordinator	Chris Millidonis	Coordinates Junior competitions, selection of teams and liaison role Regular communications with Tennis Associations, Team Managers, parents/guardians and Committee.	0404 077 673
Senior Coordinator	Troy Haysham-Weidner	Coordinates Senior competitions, selection of teams and liaison role Regular communications with Tennis Associations, players and Committee Team Manager for Senior teams	0425 709 549
Project Coordinator	Troy Haysham-Weidner	Project Coordinator of all Grants Manages project timelines and liaises with contractors, other stakeholders.	0425 709 549
Volunteer Coordinator	Mel Forester	Actively recruit, instruct and support Jobseeker 55yo-64yo volunteers Recognise all Volunteers achievements. Develop and Review Volunteer support resources.	0402 779 070
Grants Officer	Mel Forester	Planning, organisation, preparation and administration of Grants. Guidance and support to Committee members regarding grant opportunities. Liaise with Officer Recreation Reserve Manages agreements and provides paperwork and written feedback forms as required.	0402 779 070 grants@officertennisclub.com.au
Canteen Officer	Jacque Rice	Oversees Canteen Management – stocktake, selling prices, food handling practices, ensuring equipment is maintained, purchasing for canteen	0458 080 376

Social Media/ Publicity Officer	Jamie Love	Developing and maintaining Media relationships. Presenting a regular newsletter. Involved in the Publicity of the Club through Facebook, Instagram and Website.	socialmedia@officertennisclub.com.au
Apparel Officer	Jacque Rice	Apparel orders and distribution. Investigate Apparel prices for best deal. Develop further Apparel ideas for the Club.	apparel@officertennisclub.com.au
Fundraising Officer		Setting Fundraising goals. Coordinate the organising of Fundraising activities and functions. Maintain Fundraising records and reconcile funds with Treasurer.	
Sponsorship Officer		Record Club Sponsors details with acceptance forms. Seek out further sponsors. Ensure Business sponsors are advertised as the package purchased	
Safety & Wellbeing Officer		Coordinate programs/initiatives and tools for Members wellbeing. Record First Aiders and promote courses. Restock First Aid supplies and equipment. Create an environment where Members can seek out help.	
General Committee	Glenn Hobson, Bec Dulovic	Attendance to Committee meetings Organisation/coordination of functions/events Maintenance of Clubhouse Assistance to all roles above when possible.	info@officertennisclub.com.au
Sub- Committee	Giselle DeBartolo Tracey Dixon Martha Pavlidis Noel Duncan Bec Dulovic Riley Pitcher Caelin Dockley Lauren Clark	Social Media Flyers Fundraising Assistance Fundraising Assistance Maintenance Assistance Grant and Apparel Assistance Social Media Assistance Social Media Assistance Administrative Assistance	