



## **President**

- Leadership - The president provides overall leadership to the committee, ensuring that its goals and objectives are met.
- Agenda Setting - determine the topics and issues to be discussed during committee meetings, ensuring that they align with the committee's purpose and objectives.
- Meeting Management - presides over committee meetings, maintaining order and ensuring that discussions are focused and productive.
- Decision Making - has a decisive role in making final decisions or providing recommendations based on the committee's discussions and consensus. They may have the authority to cast a deciding vote in the event of a tie.
- Representation - The president represents the committee in external interactions and engagements.
- Committee Development - identify areas for improvement and implement strategies to enhance the committee's performance.
- Communication and Reporting - ensures effective communication within the committee and with external stakeholders.
- Conflict Resolution - promote open dialogue, mediate disputes, and seek consensus among committee members, ensuring that conflicts are addressed in a fair and respectful manner.
- Time and Resource Management - oversees the efficient use of time, resources, and budget allocated to the committee's activities.
- Strategic Planning - help define the committee's long-term vision, goals, and action plans
- Required to attend monthly meetings

## **Vice President**

- Work with the President to support and share workload as described above
- Act as President, when the President is unavailable.
- Required to attend monthly meetings

## **Secretary**

- Organise committee meetings timing, venues etc and take minutes
- Organise and distribute meeting minutes, agendas, reports
- Update all relevant bodies of committee changes - clubs, TV, Consumer affairs etc
- Handle inward and outward correspondence & forward to relevant committee
- File and maintain relevant administrative material
- Arrange the documentation for the AGM
- Table a calendar for events/seasons for the year (as known)
- Assist with liaisons with admin tasks
- Liaise with clubs, Tennis Victoria and other stakeholders
- Keep up to date records of club contacts/database across platforms
- Required to attend monthly meetings
- Honorarium –



### **Treasurer**

- Maintain a record of all payments made to the Association and follow up outstanding payments
- Pay all committee approved invoices in a timely manner
- Reimburse committee members for approved costs
- Forward invoices to clubs for Affiliation, team fees, fines and other expenses
- Ensure the financial records of the Association are kept in accordance with the Act
- Coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the AGM
- ensure that at least one other committee member is a signatory to all bank accounts and have access to the accounts and financial records of the Association.
- Use Xero to maintain records and work with liaisons to ensure all invoices are sent out
- Required to attend monthly meetings
- Honorarium –

### **Junior Liaison**

- Maintain the rules for the junior competition and make amendments where needed each season
- Using Leaguemanager set up the competition for online team registrations
- Coordinate with the grading committee to grade all entered teams
- Set the season fixture
- Check scores weekly and approve or follow up discrepancies
- Make finals arrangements inc locations, balls, etc
- Assist clubs with junior competition issues - ie registering players, teams, scores
- Coordinate with secretary to order flags, medals , certificates for each season
- Attend Junior presentation day
- Send out team entry invoices to clubs each season
- Required to attend a minimum of 4 meetings per year or as required by committee
- Prepare a report for each meeting
- Honorarium –

### **Open Liaison**

- Maintain the rules for the junior competition and make amendments where needed each season
- Using Leaguemanager set up the competition for online team registrations
- Coordinate with the grading committee to grade all entered teams
- Set the season fixture
- Check scores weekly and approve or follow up discrepancies
- Make finals arrangements inc locations, balls, etc
- Assist clubs with junior competition issues - ie registering players, teams, scores
- Coordinate with secretary to order flags, medals , certificates for each season
- Send out team entry invoices to clubs each season
- Required to attend a minimum of 4 meetings per year or as required by committee
- Prepare a report for each meeting
- Honorarium –



### **Midweek Ladies Liaison**

- Maintain the rules for the MWL competition and make amendments where needed each season
- Using Leaguemanager set up the competition for online team registrations
- Coordinate with the grading committee to grade all entered teams
- Set the season fixture
- Check scores weekly and approve or follow up discrepancies
- Make finals arrangements inc locations, balls, etc
- Assist clubs with MWL competition issues - ie registering players, teams, scores
- Coordinate with secretary to order flags, medals , certificates for each season
- Send out team entry invoices to clubs each season
- Required to attend a minimum of 4 meetings per year or as required by committee
- Prepare a report for each meeting
- Honorarium –

### **Rep Events Coordinator**

- Work closely with Tennis Victoria on all representative events inc submitting teams and payment of entry fees etc
- Maintain a player list with ages and genders of suitable rep players
- Send information & invitations to appropriate players in timely manner for events
- Arrange player events to determine team selection
- Select teams using PTA rep player policy in conjunction with PTA committee
- Maintain stocktake of Rep shirts, hats etc
- Coordinate AJP teams
- Required to attend a minimum of 4 meetings per year or as required by committee
- Prepare a report for each meeting
- Honorarium –

### **Coaches Liaison**

- Act as a liaison between PTA and Coaches
- Coordinate information on upcoming tournaments by coaches/clubs
- Liaise with coaches on possible rep players
- Seek guidance on grading information from coaches
- Required to attend a meeting every 3 months (or as needed)
- Required to provide a monthly report for each committee meeting

### **Technology / Social Media Liaison**

- Promote and assist in improving the PTA brand
- Maintain social media sites (Facebook & Instagram)
- Maintain the PTA website (Clubspark)
- Update social media & website with upcoming club events
- Produce reports for competition grading committees – Juniors, Seniors and Mid Week Ladies
- Maintain the UTR website (PTA page on the UTR website)
- assist Team App with up to date coordinator contacts



- Digitise and automate processes where possible
- Required to attend a meeting every 3 months (or as needed)
- Required to provide a monthly report for each committee meeting
- Honorarium

#### **Child Safety Officer**

- Act as the point of contact for any child safety related issues and refer to relevant authorities where required
- Work with relevant committee to ensure PTA has relevant policies in place to safeguard children participating in PTA events
- Actively use TA Safeguarding Children Resources
- Ensure Committee Members / Coaches / Volunteers have a WWCC & are effectively screened
- Required to attend a meeting every 3 months (or as needed)