



TALLY HO TENNIS CLUB INC.

Registration Number A0013589H

Tally Ho Reserve
Bennett Avenue
Syndal Victoria 3149

October 6, 2023

Dear Club Member

Re: Notification of 2023 AGM - 8 November AND consideration of Committee Membership.

The success of Tally Ho Tennis Club cannot be achieved without the efforts of the Volunteer Committee who freely give up their time to benefit all members.

The 2023 Tally Ho Committee is a group of volunteers who work with Council, Maintenance Contractors and Club Coaches to maintain our fantastic facilities and help build our club. Despite us having a membership base of over 350, there are only 13 members on the Committee - many with dual roles/duties.

Our AGM is scheduled for 7.30pm at the Clubrooms on the 8 November 2023.

This letter is to ask you to consider joining our Committee. The roles on the Committee are detailed below and the existing Committee will support you in learning your responsibilities.

The commitment for a Committee member is:

- Attendance at a **monthly meeting** (Zoom or at the Clubrooms) - Wednesday 7.30pm;
- Assistance setting up some of the club activities (e.g. Club Championships, Junior Nights, Open Day, Xmas party etc) – not all of them, just some;
- Participation on one or more of the following sub-committees:
 - Finance and Compliance
 - Strategic Planning and Special Projects
 - Marketing and Communications
 - Competitions Membership and Engagement
 - Operations and Maintenance
- Support of other Committee members in their Committee duties e.g. meeting a contractor on site; ad hoc maintenance tasks - intermittent cleaning of windows/kitchen/storeroom, Communications - flyer drop offs, social media; posters; social days – help on the bbq, help put equipment out etc.

Roles on the Committee include:

- | | | |
|---|--|---|
| <input type="checkbox"/> President | <input type="checkbox"/> Junior Convenor | <input type="checkbox"/> Maintenance Convenor |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Senior Convenor | <input type="checkbox"/> Communications (Social Media, email, website, etc) |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Coach Liaison | <input type="checkbox"/> Social/Events |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Night Convenor | <input type="checkbox"/> General Committee |
| <input type="checkbox"/> Membership Secretary | <input type="checkbox"/> Bar Convenor | |

If you would like to know more about joining the Committee, please speak to a current Committee Member, or please contact me directly 0410 457 342 or tallyhotennis@hotmail.com.

Your sincerely

Megan Beasley
Tally Ho Tennis Club President



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46TH ANNUAL GENERAL MEETING

AGENDA

Meeting date: Wednesday, 8 November 2023

Meeting time: 7.30pm

Meeting venue: Tally Ho Tennis Club

1. PRESENT

2. APOLOGIES

3. CONFIRMATION OF PREVIOUS MINUTES

4. PRESIDENT'S REPORT

5. TREASURER'S REPORT

6. ELECTION OF OFFICE BEARERS AND COMMITTEE

7. GENERAL BUSINESS
