Secretary – Tennis

Purpose of the Role

To provide efficient administrative support to the Tennis Committee, ensuring clear communication, accurate record keeping and smooth organisation of committee business.

Key Responsibilities

1. Handle correspondence relating to the tennis section.
2. Prepare and circulate meeting agendas in advance of committee meetings.
3. Take accurate minutes and distribute them promptly following meetings.
4. Manage the Tennis Committee email address, responding to or redirecting enquiries as appropriate.
5. Maintain and oversee the annual tennis events schedule, covering both adult and junior events, ensuring it remains accurate, well balanced and up to date.
6. Work closely with the Fixtures Secretary (John MacPherson) and the website volunteer (Mick Long) to ensure:
    - League matches are appropriately reflected in the schedule
    - Events are published on the website
    - Court bookings are arranged via ClubSpark
    - Event details remain accurate and up to date

Scope of the Role

The Secretary plays a central role in keeping the tennis section organised and informed, supporting effective communication between committee members, volunteers and the wider tennis membership.

As at March 2026