

# **Purley Bury Tennis Club Management Committee Role Specifications**

## **25 November 2015**

### **Chairman**

- Ensure the efficient running and maintenance of the club
- Chairing regular committee and annual general meetings
- Helping others understand their roles and responsibilities
- Communicating with various members within the club
- Being actively involved in developing an action plan for the club
- Assist the club to fulfil its responsibilities to safeguard children at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies - lease, health and safety, bar licence, HMRC

### **Treasurer**

- Control the day-to-day operation of the club's financial affairs in accordance with club rules
- Ensure that the club's own accounts reconcile with its bank accounts
- Ensure that cash and cheques received are deposited in the bank promptly and payments via BACS and the bar till are recorded under correct categories
- Arrange timely payment of regular and other expenses and record these under correct categories.  
*See note 1.*
- Prepare monthly financial reports for the Committee showing monthly expenditure for year to date against calendarised budget and previous years actuals with explanation of any deviations provided by Committee members responsible for the various income and cost centres. Make these reports accessible on line to authorised members of the Committee and to others as authorised by the Committee
- Prepare and agree annual financial reports and reports for the year to date with explanation of any significant deviation from budget and previous patterns of expenditure
- Prepare a budget for the next financial year using information provided by Committee members responsible for the various income and cost centres for presentation and agreement at the AGM. This should be calendarised for the purpose of financial monitoring
- Liaise with and provide information to the Club's auditor
- Ensure compliance with HMRC requirements
- Arranging handover or succession planning for the position

### **Notes:**

*1. For works likely to cost over £1000, at least three quotes must be obtained and the expenditure approved by the Committee before any contract is let or order placed. Expenditure in excess of £3000 must be approved by the membership. This will normally be done when the budget for the coming year is agreed at the AGM.*

## **Secretary**

- Being the first point of contact for general club enquiries
- Delegating tasks to club members
- Organising and attending key meetings (including Annual General Meetings)
- Dealing with correspondence
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Dealing with issues relating to the lease
- Maintaining up to date records and reference files
- Coordinating the production and implementation of the PBT Business and Development Plan
- Arranging handover or succession planning for the position

## **Membership Secretary**

- Being the first point of contact for membership enquiries and correspondence
- Proposing special offers and amendments to annual, weekly subscriptions as appropriate
- Manage the annual renewal of membership process and ensure prompt payment of subscriptions
- Report to the database manager full weekly updates relating to membership income to ensure that the database is up to date and overdue fees can be minimised
- Marketing membership of the club
- LTA Registration
- Wimbledon tickets

## **Minutes Secretary**

- Take the minutes of committee meetings, AGM any EGMs, producing a draft for approval by the chairman within 48 hours of each meeting
- Ensure the minutes are agreed by the committee and published within two weeks of each meeting

## **Database Manager**

- Develop and manage the club's databases (membership, accounts)

## **Website Manager**

- Develop the structure of the website and keep the information up to date
- Manage the club's email account

## **Social Media Manager**

- Manage Facebook and Twitter accounts

## **Maintenance Manager**

- Carry out an annual survey of the physical condition of the club buildings, courts, floodlights, and the site as a whole and prepare a maintenance schedule, this should include health and safety
- Input a budget to the Treasurer for maintenance and long run requirements to the Chairman and Secretary for the Business and Development plan
- Ensure that all essential maintenance is carried out promptly, and routine maintenance carried out on a regular basis, whenever possible by volunteers organised from the membership
- Ensure that a fire risk assessment is carried out on an annual basis and that appropriate fire precautions are in place and maintained
- Ensure that small electrical appliances are checked on an annual basis and maintained to the required standard
- Deal with any ad hoc maintenance issues that arise

## **Bar Manager**

- Manage the operation of the bar - suppliers, stock, equipment, staffing, opening hours, tills, banking, bar accounts
- Open the bar as often as possible for the benefit of members by using volunteers and paid bar staff where it is cost effective to do so
- Ensure all receipts are banked promptly (normally weekly and after major events)
- Regularly update the committee on the financial performance of the bar (monthly reports)
- Compliance with bar licence
- Provide an annual budget to the Treasurer together with forecast revenues and cashflow
- Manage the cleaning of the clubhouse

## **Social Co-ordinator**

- Co-ordinate a programme of social events for the members of the club
- Promote and manage the use of club premises for private functions on a commercial basis

## **Ladies and Mens Captains**

- Organise the mens and ladies teams - number of teams, entry fees, eligibility to play etc
- Ensure prompt payment of match and floodlight fees and keep up to date and accurate records
- Organise match practice evenings
- Promote and run the annual tournament
- Organise leagues and ad hoc tournaments as required

## **Head Coach**

- Take full responsibility for the club's junior coaching sessions
- Promote and run the junior tournament
- Promote and run social events and competitions for junior members
- Ensure the courts are fit for play when in use during organised sessions with juniors
- Maintain high ethical standards in coaching/instructing, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all sessions in advance.
- Undertake training appropriate to the role e.g. child protection training.
- Offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- Promote membership of the club to potential juniors and their parents

## **Junior Representative**

- Communicate with the junior members and seek their views on issues that are relevant to them
- Represent the views of junior members at committee meetings
- Work with the Head Coach on issues relevant to juniors

## **Welfare Officer**

- Ensure the club discharges its responsibilities in relation to child protection
- Undertake appropriate training and keep up to date with the requirements of the role
- Promote the highest standards of behaviour amongst members with zero tolerance of inappropriate behaviour

## **Trustees**

- Ensure the club complies with the terms of the lease
- Ensure the security of tenure of the club

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