

# RLTC Secretary Role Description

## Overview of the Role

The Secretary conducts the administration and running of the club

## What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Supporting the president in the running of management committee meetings and the AGM, writing and circulating the agenda and meeting notes
- Completing the annual venue registration with the LTA with the president
- Maintaining accurate records
- Circulating relevant information from the County, Regional and National LTA
- Being the main point of contact for members and the LTA in relation to Wimbledon tickets
- Agreeing the best system to run the ballot for your membership, either online or a manual, paper-based system
- Ensuring compliance with the LTA ballot guidelines
- Distributing online or by printed form an application form for members to ask if they would like to be part of the ballot
- Collecting all applications and selecting winners together with the chair, secretary or appointed management committee representative
- Notifying members who are successful and assign tickets to them online
- Re-allocating returned tickets to members
- Keep a record of all maintenance occurring at the club
- Add/edit the maintenance schedule as needed
- Liaise with the Grounds Person with regards to coordinating appropriate people for the tasks needed.

## Skills and experiences needed for the role

- Excellent communication skills – both verbal and written
- Reliable and trustworthy
- Good IT and organisational skills

## Training and support available

Before starting in this role, you will receive training from the president and outgoing secretary who will go through the process with you. You will receive ongoing support from the president.

## Time commitment

- Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week
- You will be required to attend management committee meetings and the AGM
- You will be asked to attend LTA club forums wherever possible

## Further Information

- This role does not require a DBS check