

President Role Description

Overview of the role

The Chairperson has overall management and direction of the venue.

What the role involves

Exact responsibilities will be agreed but will likely include:

- Taking overall responsibility for the day-to-day management and success of the venue
- Being the venue's ambassador and spokesperson
- Developing and agreeing a long-term plan for the venue and set direction
- Ensuring the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
- Hosting committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- Working with the secretary to agree management team meetings, agenda items and minutes (meeting notes)
- Delegating roles and responsibilities to volunteers and throughout the membership
- Motivating, supporting and thanking all volunteers
- Hosting the Annual General Meeting (AGM) , updating all members on key club news, decisions and results working with the management committee
- Communicating with the sub-contract committee and reviewing coaching contracts
- Developing and delivering a marketing and communications plan
 - Raising the profile of the club and opportunities to play, coach and volunteer in the local community
 - Considering how to improve the 'look' of the venue (e.g. logo, signage and website), ensuring it reflects the management committee's vision
 - Putting in place regular communications with members (email, notices, online etc.)
 - Obtaining coverage of events with local media
- Keeping the website up to date including events, committee listings and contact details
 - Publishing match results and reports as soon as possible after the event
 - Promoting membership information, competition and coaching activities
 - Ensuring the website meets minimum accessibility standards
 - Linking to relevant websites, including the county and the LTA
 - Considering search engine optimisation tactics to make the website easy to find
- Receiving and sending out communications received from the LTA (County, Regional and National) to other club volunteers or members
- Completing the annual LTA venue registration process
- Attending meetings such as the LTA club forums and circulating updates and information to volunteers and members as appropriate
- Support the Head Coach in organising and setting up activity to support people with disabilities
- Promote the venue and its activities to relevant organisations, charities and disability organisations
- Monitor the sessions through the Tennis Network programme with the Tennis Foundation with the support of the relevant Network Lead

Training and support available

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

Skills and experiences needed for the role

- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

Commitments

- As a guidance, this role typically takes up around 7 hours per week, which may be more at key times i.e. AGM
- You will need to attend committee meetings and events
- This role requires a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)