



Gorleston Lawn Tennis Club
The Pavilion, Orde Avenue
Gorleston, Great Yarmouth, NR31 6SZ
Email: enquiries@gorlestontennisclub.co.uk
Website: gorlestontennisclub.co.uk

Secretary Role - GLTC

The secretary is an elected member of the management committee and handles the basic administration, to ensure the smooth running of the facility. It is a demanding high profile role that has a major impact on the efficiency and effectiveness of the management, including making records, correspondence and other communications. Experienced secretaries will tell you that their duties often expand beyond what is normally expected of them.

What makes a good Secretary?

Methodical and reliable
A good communicator
Ensure all delegated tasks are actioned
A good planner
Good organisational skills
Be able to lead and supervise others
Be able to delegate
Be a competent computer user

Roles and Responsibilities

- Being the first point of contact for all enquiries
- A key representative at meetings
- Affiliating the place to play to the LTA and local leagues
- Dealing with correspondence
- Registering members
- Organising the AGM
- Organising and attending all management committee meetings
- Taking and distributing minutes
- Maintaining accurate records
- Ensuring action points from meetings have been carried out
- Collecting and analysing information from the members (e.g., membership information)

Estimated Time Commitment

10 management committee meetings per annum, 1 AGM, County AGM, other meetings as required

2 – 3 hour per week throughout the year

Key Relationships

Coach, Members, Management committee, LTA, County LTA Office

This job description was approved by the Committee on 17/10/11