

### **Hon Secretary's role**

Take minutes and actions of Committee meetings. Circulate to Committee via Dropbox and put a copy in clubhouse. Keep an up-to-date Actions Log in Dropbox
Main LTA contact for Club - report on any LTA information you may have received at committee meetings
Send agenda for AGM to members at least 3 weeks before date and display in clubhouse. Take minutes, including list of attendees and provide Secretary's report. Put nominations form for Committee roles on display in clubhouse at least 3 weeks prior to AGM
Inform members of the dates for QSC and BQSC AGM's and encourage attendance
Prepare list of Wimbledon ticket allocation – send out to members and put up in clubhouse. Check list of BTM members affiliated to Bramhall Queensgate prior to draw taking place. Organise draw evening and complete online Club Return Form for LTA
Update LTA Places to Play information for the club on LTA website and assist with annual LTA Club Registration process

### **House & Grounds role**

Keep a check on house and grounds items, i.e. court nets, exterior netting, floodlights, clubhouse items, etc for signs of wear and tear. Organise repairs where necessary. Point of contact for club members when they notice anything is broken or needs replacing.
Liaise with Mike Sarginson, gardener, about requirements for looking after the courts and surrounding perimeter
Organise working parties, when required, to tackle larger jobs to do with court maintenance, gardening or clubhouse
Health & Safety and Fire Regulations – current Committee member does a regular check on behalf of the Queensgate Sports Club but this could be managed on a Committee rota basis if the task is too onerous. Tasks include a weekly check, to be recorded in log book for compliance, on the fire alarm, fire exits, signage, fire extinguishers, fire blanket and a monthly test on the emergency lighting.

### **Junior Secretary role**

Assist Darren (Head Coach) and parent captains with organisation of the Junior Teams
Liaison with parents of the Friday Junior Club Nights
Organise the annual end of season team meal and the junior Christmas Party.
Assist Darren with hosting the North East Cheshire Junior one day tennis tournaments
Assist Darren with the organisation of the annual junior club tournament