



WILTSHIRE TENNIS – SECRETARY

Role Description

Wiltshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Wiltshire Tennis.

The management of Wiltshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn takes responsibility for the administration and development of tennis throughout the County as well as all remunerated roles required to support the work of the Association. The vision and mission of Wiltshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable.

The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion and encourage people from all backgrounds and experiences to apply to join Wiltshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Role of the Secretary

The Secretary ensures the effective organisation and accurate recording of Wiltshire Tennis meetings and the maintenance of documentation which supports the governance of the Association.

The Secretary is a member on the Wiltshire Tennis Management Committee.

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or other related meetings.
- To ensure that the Management Committee is aware of any issues relating to the responsibilities above.
- To work with other Management Committee members to carry out key responsibilities of the Management Committee which are:
 - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
 - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
 - To oversee any commercial interests of the organisation, ensuring sufficient funding/revenue is available.
 - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
 - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee.
 - To ensure any decisions made are in the best interest of the organisation.

Specific Responsibilities of the Secretary

- Arrange Management Meeting dates and location in line with the LTA meeting cycle.
- Request papers/reports from attending members.
- Produce and circulate an agenda after consultation with the Chair.

- Arrange the AGM and any EGMs in conjunction with the Chair.
- Produce and circulate accurate minutes and action points from the meetings.
- Assist with the implementation of the County Strategic plan within Wiltshire.
- Work closely with Management Committee colleagues, the County Chairman and County Administrator.
- Work with the Administrator to ensure documentation supporting the governance of Wiltshire Tennis is stored electronically, adequately backed up and available to review as required.
- Proactively share any conflicts of interests at meetings.
- Encourage entries in the LTA tennis awards.

Skills and knowledge of the Secretary

- Previous experience of secretarial or admin work is very beneficial.
- Knowledge of tennis and tennis club management and of LTA direction and activities.
- Effective organisation, communication, diplomacy and presentation skills.
- Good understanding of the core role of the County and associated resourcing requirements.
- An ability to work on their own initiative and as part of a team.
- To understand the nature of a committee-led, voluntary organisation.
- Able to demonstrate an understanding of equality and diversity, safeguarding and their practical application to this role.
- Enthusiastic friendly and approachable.

Special requirements

- This role may require a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)
- Completion of County Safeguarding training.

Number and Frequency of Meetings

- Management Committee Meetings will be held at least four times annually approximately 2 weeks after each LTA Council Meeting ahead of the Regional Forum.
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee and its members.
- Attend Regional Forums (4 per year) and meetings with the Head of Region (usually by video conference)
- Attend any special events and visits mostly in the County which require the Secretary's presence to represent Wiltshire Tennis.

Expenses

Reasonable expenses associated with the role can be reimbursed.

Location

The role of the Secretary will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits and events mostly within the County.

