

SOUTHBANK TENNIS CLUB

Role Description - **Secretary**

1. ***BASIC FUNCTION:***

- a. Maintain a record of all meetings and ensure minutes are written up and distributed to committee members prior to next meeting
- b. Issue agenda prior to each meeting and organise committee meetings
- c. Record and attend to all incoming and outgoing correspondence
- d. Advertise and send notice to members of AGM meeting
- e. Receive nominations for positions on committee prior to AGM
- f. Take minutes of the Annual General Meetings
- g. Develop and distribute newsletter at least on quarterly basis – more frequently during summer season
- h. Attend GDTA's Presidents & Secretaries meeting on annual basis
- i. Review and contribute to the club's business plan regularly
- j. Organise registration day flyers and membership mail out