

## **JOB DESCRIPTION PRESIDENT**

### **OVERVIEW**

The President is the principle leader of the club, and has overall responsibility for the club's strategy and operations. The President guides the club strategy and annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that framework. At the operational level, the major functions of the President are to facilitate effective committee meetings, and be the main point of contact with Association and Regional bodies.

### **TERM**

The President is elected by Annual General Meeting and holds their position until the next Annual General Meeting.

### **PRIMARY OBJECTIVE**

To provide overall leadership to ensure the club reaches its agreed strategic goals.

### **KEY RESPONSIBILITIES**

1. Act as Chair of the Committee and Annual General Meetings.
2. Attend monthly committee meetings.
3. Holds a casting vote as well as a deliberative vote
4. Represent the club locally, regionally and nationally.
5. Act as a facilitator for club activities.
6. Act as an ex-officio member of sub-committees.
7. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
8. Prepare annual report to members.
9. Signatory for bank accounts.
10. To be present, wherever possible, at club activities.
11. Be fully aware of the club's financial position.
12. Be well versed in club rules and procedure and conduct of meetings.
13. Promote and guide unbiased discussion on matters pertaining to the club.
14. Be able to decide on a deferment of the matter under discussion to allow a better decision to be made at a later date.
15. Keep meetings short and to the point.
16. Mediate between parties in dispute whether it is members or committees.
17. Be able to relax committee personnel to encourage them to speak out.
18. Be part of an Emergency Committee should a matter require urgent attention and the main committee unable to be called.

### **KNOWLEDGE/SKILLS REQUIRED**

- Ideally the President is someone who:
- Has well developed leadership skills.
- Can communicate effectively.
- Can think "big picture" and strategically.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and duties of all office holders and sub-committees.
- Can delegate responsibilities and tasks effectively.
- Is a supportive leader for all of the club's members

## **JOB DESCRIPTION VICE PRESIDENT**

### **TERM**

The Vice President is elected by Annual General Meeting and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Vice President role is to provide support for the President and cover his/her role in times of absence taking over the responsibility of guiding the club and the key leadership duties/responsibilities as outlined in the President's job description.

### **PRIMARY OBJECTIVE**

To provide support and guidance to the President and in the absence of the President provide overall leadership to ensure the club reaches its agreed strategic goals.

### **KEY RESPONSIBILITIES**

1. Attend monthly committee meetings.
2. Be present, whenever possible at club events and activities.
3. Be fully aware of the club's financial position.
4. Be well versed in club rules, policies/procedures and conduct of meeting.
5. In the absence of the President assume the key responsibilities outlined in the President's job description.

### **KNOWLEDGE/ SKILLS REQUIRED**

Ideally the Vice President is someone who:

- Has well developed leadership skills.
- Can communicate effectively.
- Is aware of the future direction and plans of members.
- Has a good working knowledge of the Constitution, rules and duties of all office holders and sub committees.
- Can delegate tasks and responsibilities effectively.

## **JOB DESCRIPTION TREASURER**

### **TERM**

The Treasurer is elected by Annual General Meeting and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Treasurer has overall responsibility for the club's finances. The Treasurer ensures that the club is financially sound and organises the day to day financial transactions.

### **RESPONSIBLE TO**

Club President

### **PRIMARY OBJECTIVE**

To ensure (in conjunction with the club's Management Committee) that the club is financially viable and sustainable, and that all financial aspects of the club are attended to.

### **KEY RESPONSIBILITIES**

1. Ensure the club has enough cash flow to meet its obligations as they fall due.
2. Develop recommendations for adjustments to annual subscriptions and interclub fees.
3. Prepare, monitor and report monthly and annual budgets for approval to the Management Committee.
4. Maintain accurate financial accounting records and reporting systems in accordance with generally accepted accounting principles.
5. Keep a proper record of all payments and monies received.
6. Make sure financial reports are available and understood at all committee meetings.
7. Show evidence that money received is banked and documentation provided for money paid out.
8. Ensure that information for an audit is prepared each year, and arrange the audit.
9. Produce an annual financial report and present at Annual General Meeting.
10. Be accountable for and audit any trust funding, grant or sponsorship money gained.
11. Arrange for investment of club monies as may be directed by the Management Committee.
12. Arrange for the appointment of an Auditor to be approved at the Annual General Meeting of the club.
13. Arrange for the keeping of a record of financial members.
14. File bi-monthly GST returns and PAYE returns with Inland Revenue.
15. Supply annual accounts to NZ Tennis and Tennis Auckland as may be requested.
16. Liaise with Club Administrator to ensure accounts are sent out and bills paid once approved.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Treasurer is someone who is:

- Well organised with some basic accounting and computer knowledge.
- Able to allocate regular time periods to maintain the books.
- Aware of information which needs to be kept for the annual audit.
- Aware of trust audit trail requirements.

## **JOB DESCRIPTION SECRETARY**

### **TERM**

The Secretary is elected by Annual General Meeting and holds their position until the next Annual General Meeting.

### **RESPONSIBLE TO**

Club President

### **KEY RESPONSIBILITIES**

1. Issue all notices of all meetings.
2. Prepare and distribute particulars/agenda for all Committee meetings.
3. In conjunction with the Club Administrator, present summary of Inwards and Outwards Correspondence received or issued for the period and maintain files of such.
4. Send out all communications authorised by the Committee.
5. Attend and take Minutes of all meetings and record in the Minute Folder of the Club.
6. Distribute all Meeting Minutes to the Committee as soon as possible after the meeting.
7. Notify members of AGM by email and arrange for AGM documentation to be outlined on club website and noticeboard.
8. Arrange for placement of AGM advertisement in local newspaper.
9. Call for and receive nominations for Committee positions for the Club AGM.
10. Prepare and collate required reports/paperwork for AGM and arrange for additional copies to be available on day of AGM.
11. Record Minutes of Meeting at AGM.
12. Obtain monthly membership report from Club Administrator for presentation at monthly meetings.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Secretary is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Possesses administration/secretarial skills.
- Is computer literate
- Has had exposure to Word, Excel & Email

## **JOB DESCRIPTION CLUB CAPTAIN**

### **OVERVIEW**

The Club Captain holds overall responsibility for the club's tennis activities. The Club Captain ensures that all areas of the Seniors part of the club have a programme of tennis events, competitions and tournaments throughout the year.

### **TERM**

The Club Captain is elected by Annual General Meeting and holds their position until the next Annual General Meeting.

### **RESPONSIBLE TO**

Club President

### **PRIMARY OBJECTIVE**

To ensure the club provides quality, accessible and enjoyable tennis for all players throughout the year.

### **KEY RESPONSIBILITIES**

1. Ensure all members have access to a range of competitive and social tennis catering to their needs and ability through the year.
2. Manage matches and competitions run by the club (other than Interclub) and encourage entries.
3. Organise and run Senior Club Champs with the assistance of the Senior Interclub Convenors re draw/seedings. Advise overall results to Club Administrator.
4. Organise and run Team Tennis in conjunction with Club Administrator.
5. Arrange fun tournaments on a regular basis and liaise with Social Co-ordinator.
6. Chair of Interclub Sub-committee.
7. Responsible for dress code and court conduct.
8. Liaise with Club Administrator of court scheduling roster for appropriate and efficient use of the court (eg. club tennis and interclub).
9. Present awards at Senior Prizegiving.
10. Submit monthly written report to Management Committee for review.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Club Captain is someone who:

- Is outgoing, friendly and a "people person".
- Is able to organise well.
- Is creative.
- Is able to develop tennis activities for a wide range of ages and skill levels, including matching the right activities to the right players.

## **JOB DESCRIPTION**

### **SENIOR INTERCLUB SUB-COMMITTEE (3)**

#### **COMMITTEE/NON COMMITTEE POSITION**

This position(s) can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

#### **OVERVIEW**

The Senior Interclub Sub-Committee assists the Club Captain select and co-ordinate interclub teams and Fisher Cup/Cucksey Shield teams throughout the year.

#### **RESPONSIBLE TO**

Club Captain

#### **PRIMARY OBJECTIVE**

To manage all matters relating to Senior Interclub.

#### **KEY RESPONSIBILITIES**

1. Liaise with Club Captain and Club Coach when selecting players for the teams.
2. Team lists to be given to Club Administrator to send out to players along with draws and interclub information.
3. Help and be available for the team captains with any questions or problems they may have throughout the season.
4. Be first point of contact for Team Captains to determine appropriate reserve players for their teams.
5. Ensure a good line of communication with the team managers/captains.
6. To aid the teams and players in their development by working with the Coach to ensure a range of events are available for their respective members.
7. Be first point of contact for those interested in Senior Interclub.
8. Attend annual Tennis Auckland Senior Interclub Debrief meeting.
9. In conjunction with the Club Administrator liaise with Tennis Auckland regarding re-schedule of Interclub matches and Interclub related issues.

#### **KNOWLEDGE/SKILLS REQUIRED**

- Can communicate effectively.
- Are outgoing, friendly and a "people person".
- Are well organised.
- Has had experience playing Interclub themselves.

## **JOB DESCRIPTION MIDWEEK LADIES CONVENOR**

### **COMMITTEE/NON COMMITTEE POSITION**

The Midweek Ladies Convenor is elected by members of the Midweek Ladies. This position can be held by either a committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Midweek Convenor is responsible for the Midweek Ladies overall programme. The Midweek Ladies Convenor ensures that all players have the opportunity to play and compete. They are also the link between players and the committee.

### **RESPONSIBLE TO**

Club President

### **PRIMARY OBJECTIVE**

To manage all matters relating to Midweek Ladies tennis (social and Interclub).

### **KEY RESPONSIBILITIES**

1. Organise and Chair Midweek Ladies Interclub Sub-committee.
2. Liaise with the Midweek Ladies Sub-committee, Club Captain and Coach when selecting players for the teams.
3. Responsible for organisation and administration of Midweek Interclub.
4. Help and be available for the team captains with any questions or problems they may have throughout the season.
5. Ensure a good line of communication with Team Captains.
6. To aid the teams and players in their development by working with the Club Captain/Coach to ensure a range of events are available for their respective members.
7. Be the first point of contact for those interested in Midweek Ladies (social and Interclub).
8. Attend annual Tennis Auckland Midweek Interclub Debrief meeting.
9. Liaise with Tennis Auckland regarding any Interclub related issues.
10. Submit monthly written report to Management Committee for review.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Midweek Ladies Convenor is someone who:

- Can communicate effectively.
- Are outgoing, friendly and a “people person”.
- Are well organised.
- Can lead a team of volunteers.
- Can delegate responsibility and tasks well.
- Can lead a team of selectors effectively.
- Is able to develop tennis activities for a wide range of ages and skill levels, including matching the right activities to the right players.
- Has had experience playing Interclub themselves.

## **JOB DESCRIPTION**

### **MIDWEEK LADIES SUB-COMMITTEE**

#### **COMMITTEE/NON COMMITTEE POSITION**

The Midweek Ladies Sub-Committee is elected by members of the Midweek Ladies. This position can be held by either a committee member or non-committee member and holds their position until the next Annual General Meeting.

#### **OVERVIEW**

The Midweek Convenor is responsible for the Midweek Ladies overall programme. The Midweek Ladies Convenor ensures that all players have the opportunity to play and compete. They are also the link between players and the committee.

#### **RESPONSIBLE TO**

Midweek Ladies Convenor.

#### **PRIMARY OBJECTIVE**

To assist with all matters relating to Midweek Ladies tennis and interclub.

#### **KEY RESPONSIBILITIES**

1. Sub-Committee to meet with Midweek Ladies Convenor before key events to plan, organise and assist with smooth running of event(s).
2. Along with Midweek Ladies Convenor and Club Coach, assist in selecting teams for Midweek Ladies Interclub.
3. Help and be available for the Midweek Ladies Interclub team captains and assist with finding suitable reserves as well as dealing with any questions or problems they may have throughout the season.
4. Co-ordinate the running of Midweek Ladies Club Day to ensure all players has the opportunity to play. This includes co-ordinating a member roster which the Sub-Committee should also partake in where possible.
5. Plan/organise/run fun tournaments in conjunction with the Midweek Ladies Convenor.

#### **KNOWLEDGE/SKILLS REQUIRED**

- Communicate effectively.
- Outgoing, friendly and a “people person”.
- Well organised.
- Played or has knowledge of Interclub (ideal but not essential).
- Able to develop tennis activities for a wide range of ages and skill levels, including matching the right activities to the right players.



## **JOB DESCRIPTION JUNIOR CONVENOR**

### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Junior Convenor is responsible for the overall Junior/Intermediate club and interclub programmes. The Junior Convenor ensures that all players have the opportunity to play and compete. They are also the link between players and the committee.

### **RESPONSIBLE TO**

Club President

### **PRIMARY OBJECTIVE**

To manage all matters relating to junior tennis and interclub.

### **KEY RESPONSIBILITIES**

1. Responsible for organisation of all Junior and Intermediate club play, interclub, club champs and tournaments in conjunction with coaching staff.
2. Organise and chair Junior Sub-committee.
3. Liaise with the Coach when selecting players for the teams.
4. Team lists to be given to Club Administrator to send out to players along with draws and interclub information.
5. Help and be available for the team captains and managers (parents and/or helpers) with any questions or problems they may have throughout the season.
6. Be first point of contact for Team Captains to determine appropriate reserve players for their teams.
7. Ensure a good line of communication with the team managers/captains.
8. To aid the teams and players in their development by working with the Coach to ensure a range of events are available for their respective members.
9. Be first point of contact for those interested in social tennis and interclub.
10. Attend annual Tennis Auckland Junior Interclub Debrief meeting.
11. In conjunction with the Club Administrator liaise with Tennis Auckland regarding re-schedule of Interclub matches and Interclub related issues.
12. Present awards at Junior Prizegiving.
13. Submit written monthly report to Management Committee for review.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Senior Interclub Convenor is someone who:

- Can communicate effectively.
- Are outgoing, friendly and a “people person”.
- Are well organised.
- Can lead a team of volunteers.
- Can delegate responsibility and tasks well.
- Has had experience playing Interclub themselves.

## **JOB DESCRIPTION**

### **JUNIOR/INTERMEDIATE SUB-COMMITTEE**

#### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

#### **OVERVIEW**

The Junior Sub-Committee is responsible for assisting the Junior Convenor with the overall Junior/Intermediate club and interclub programmes.

#### **RESPONSIBLE TO**

Junior Convenor

#### **PRIMARY OBJECTIVE**

To assist with all matters relating to junior tennis and interclub.

#### **KEY RESPONSIBILITIES**

1. Sub-Committee to meet with Junior Convenor before key events to plan, organise and assist with smooth running of event(s).
2. Along with Junior Convenor and Club Coach, assist in selecting teams for Junior Interclub and Charman Trophy.
3. Help and be available for the Junior Interclub team captains and managers (parents and/or helpers) and assist with finding suitable reserves as well as dealing with any questions or problems they may have throughout the season.
4. Co-ordinate the running of Junior Club Day (in conjunction with coaching staff) to ensure all players have the opportunity to play.
5. Plan and organise a fun tournament and food theme once a month at Club Day (in conjunction with coaching staff).
6. Assist Junior Convenor and coaching staff on days Junior Club Champs held.
7. Assist Junior Convenor plan/organise/run age group hosted at club for annual Charman Trophy tournament.

#### **KNOWLEDGE/SKILLS REQUIRED**

- Communicate effectively.
- Outgoing, friendly and a “people person”.
- Well organised.
- Played or has knowledge of Interclub (ideal but not essential).

## **JOB DESCRIPTION SPONSORSHIP CO-ORDINATOR**

### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Sponsorship Co-ordinator is responsible for seeking new sponsors, the renewal of sponsorship agreements, promoting the sponsors services and maintaining positive communication with each of the sponsors.

### **RESPONSIBLE TO**

Club President

### **PRIMARY OBJECTIVE**

To seek and manage sponsorship opportunities for the club.

### **KEY RESPONSIBILITIES**

1. Liaise with the Management Committee on the club's focus for the calendar year.
2. Communicate with the Management Committee in order to attract sponsorship for the club.
3. Establish potential sponsors to approach.
4. Forward appropriate sponsorship material to potential sponsors.
5. Follow up with potential sponsors by form of email and a phone call.
6. Liaise with Club Administrator on successful sponsorship agreements and request that sponsorship documentation to be sent to the sponsor for signing.
7. Liaise with Club Administrator regarding annual sponsorship renewals and follow up with sponsor.
8. Maintain spreadsheet of current sponsors in conjunction with Club Administrator.
9. Submit monthly written report to Management Committee for review.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Sponsorship Co-ordinator is someone who:

- Can communicate effectively.
- Is outgoing, friendly and a "people person".
- Is creative with some experience in marketing and/or promotion.
- Has good knowledge of the club and local community.

## **JOB DESCRIPTION MARKETING & PROMOTION CO-ORDINATOR**

### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Marketing & Promotion Co-ordinator holds overall responsibility for the club's visibility both to its members and to the wider community.

### **RESPONSIBLE TO**

Club President

### **PRIMARY OBJECTIVE**

To manage any advertising, marketing and promotional opportunities for the club in order to ensure a good public profile.

### **KEY RESPONSIBILITIES**

1. Liaise with the Management Committee on the club's focus for the calendar year.
2. Communicate with the Management Committee regarding the advertising, marketing and promotion of the Club, individuals and teams.
3. Establish potential media outlets and organisations to approach.
4. Review and ensure all Club advertising and promotional documents and website electronic data are updated
5. Forward appropriate marketing material to media outlets and organisational groups such as Tennis Auckland.
6. Liaise with Club Administrator on advertising and marketing opportunities that will promote our Clubs profile in the local community.
7. Submit monthly written report to Management Committee for review.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Marketing & Promotions Co-ordinator is someone who:

- Can communicate effectively.
- Is outgoing, friendly and a "people person".
- Is creative with some experience in marketing and/or promotion.
- Has good knowledge of the club and local community.

## **JOB DESCRIPTION CARO BOWL CO-ORDINATOR**

### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Caro Bowl Co-ordinator is responsible for arranging of a sub-committee, players contracts, management of the Caro Bowl Team, financial management, the interface to the team sponsors, home game arrangements and reporting/updating committee and club members.

### **PRIMARY OBJECTIVE**

To oversee and report on the team management, financial management and the interaction with the sponsors.

### **KEY RESPONSIBILITIES**

1. To select team members and arrange player contract terms and conditions.
2. To compile and present an operational budget to committee for approval.
3. Submit monthly written report to Management Committee for review.
4. To liaise with sponsors.
5. To coordinate and arrange media coverage.
6. Be present, whenever possible, at team matches.
7. Provide reports at committee meetings leading up to and during the playing season.
8. To ensure the Team Manager provides members with updates of results and promotes forthcoming matches.
9. To manage the collection and overnight accommodation of all players residing outside of Auckland.
10. To arrange player payments.

### **KNOWLEDGE/ SKILLS REQUIRED**

Ideally the Caro Bowl Co-ordinator is someone who:

- Has well developed people and financial management skills.
- Can communicate effectively.
- Can delegate tasks and responsibilities effectively.

## **JOB DESCRIPTION FUNDING CO-ORDINATOR**

### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Funding Co-ordinator holds the overall responsibility for the club's relationships with gaming trusts and other funding agencies.

### **RESPONSIBLE TO**

Club President.

### **PRIMARY OBJECTIVE**

To complete, submit and report on funding applications on behalf of the club.

### **KEY RESPONSIBILITIES**

1. Liaise with the Management Committee to choose key areas and programmes to target for funding.
2. Completion and submission of funding applications within deadlines.
3. Making sure the club uses the funds for intended purposes and complies with the reporting requirements of the grants.
4. Constantly remaining current on any legal changes in the sector.
5. Informing the Management Committee of what certain trusts will and will not fund.
6. Thanking all trusts – whether successful or not.
7. Submit monthly written report to Management Committee for review.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Funding Co-ordinator is someone who:

- Has a background in funding applications.
- Is well organised and thorough.
- Is well written and eloquent.
- Is known in the community.
- Reputable beyond reproach.

**JOB DESCRIPTION  
JOINT SOCIAL SUB-COMMITTEE (3)  
COCKLE BAY TENNIS & HOWICK SQUASH CLUB**

**COMMITTEE/NON COMMITTEE POSITION**

This position(s) can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

**OVERVIEW**

The Joint Social Sub-Committee is responsible for assisting the CBTC Social Co-ordinator to plan/organise/run joint social events (internal/external) between Cockle Bay Tennis Club and Howick Squash Club.

**RESPONSIBLE TO**

Cockle Bay Tennis Club Social Co-ordinator.

**PRIMARY OBJECTIVE**

With the help of the Cockle Bay Tennis Club Social Co-ordinator and suggestions from members provide a variety of events throughout the year which gives club members of both clubs the chance to bond, and provides opportunities for the club to raise funds.

**KEY RESPONSIBILITIES**

1. Meet with the Joint Social Committee (representatives from tennis and squash) to plan, organise and run joint monthly social events for members, prospective members, and the wider community. This is also to include two annual events held on different days where each club participates in each other's sport based on a fun tournament followed by a social gathering.
2. Diarise events in advance on Club Calendar.
3. Liaise with Club Administrator to promote/advise club members of events.
4. Obtain feedback from club members to gather ideas about future events.
5. Submit written report on a bi-monthly basis to Partnership Committee for review.

**KNOWLEDGE/SKILLS REQUIRED**

- Communicates effectively.
- Outgoing, friendly and a "people person".
- Well organised.
- Is creative and can think outside of the square.

## **JOB DESCRIPTION MAINTENANCE & FACILITIES OFFICER**

### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Maintenance & Facilities Officer ensures that the club's assets and facilities are kept in good working order.

### **RESPONSIBLE TO**

Club President

### **PRIMARY OBJECTIVE**

To ensure the facilities and assets at the club are of an optimum standard, thus ensuring a professional and clean environment for all members.

### **KEY RESPONSIBILITIES**

1. Be proactive in maintaining facilities to help prevent any serious issues arising.
2. Make sure that the club facilities are safe and meet all legal requirements.
3. In conjunction with the Club Administrator communicate and co-ordinate any contractors the club may require.
4. Submit monthly written report to the Management Committee on the condition of the facilities and assets of the club at monthly committee meetings (eg. courts, lighting, nets & fixtures, fencing, etc).
5. Liaise with the Club Captain and Coach to ensure additional preparations are made before any upcoming events.
6. Have a process in place for members to report faults or issues with club facilities.
7. Has authority to spend up to \$50 without prior committee approval.
8. Alter court lighting for beginning and end of daylight saving periods.
9. Arrange working bees when required.

### **KNOWLEDGE/SKILLS REQUIRED**

- Ideally the Facilities and Maintenance Officer is someone who:
- Is able to keep good records
- Has some DIY experience
- Has some knowledge of health and safety
- Can facilitate paid contractors if required



## **JOB DESCRIPTION**

### **MEADOWLANDS MULTI SPORT CENTRE DIRECTORS (2)**

#### **COMMITTEE/NON COMMITTEE POSITION**

Two positions available. One position is required to be held by a Committee member. The second position may be held by a non-committee member. Both hold their position until the next Annual General Meeting.

#### **OVERVIEW**

The Meadowlands Multi Sport Centre (MMSC) Directors role is to represent Cockle Bay Tennis Club at MMSC committee meetings and present unbiased discussion on matters pertaining to the shared usage and management of Meadowlands Multi Sport facility.

#### **PRIMARY OBJECTIVE**

To collectively meet and work with representatives from Howick Squash Club and Howick Softball Club to provide members of all 3 clubs with a well maintained and secure facility that complies with Auckland Council lease and building warrant of fitness requirements.

#### **KEY RESPONSIBILITIES**

1. Attend committee meetings.
2. Represent the Club.
3. Promote and provide unbiased discussion on matters pertaining to the facility.
4. Be fully aware of the club and MMSC's financial position.
5. Be fully aware of the MMSC rules and agreement.
6. Create and monitor a facility preventative maintenance program.

#### **KNOWLEDGE/ SKILLS REQUIRED**

Ideally the MMSC Director is someone who:

- Can communicate effectively
- Can think "big picture" and strategise.
- Is aware of the future usage, direction and planning of the facility.
- Has a good working knowledge of the council lease and building code.
- Can delegate tasks and responsibilities effectively.

**JOB DESCRIPTION**  
**COCKLE BAY TENNIS & HOWICK SQUASH**  
**PARTNERSHIP COMMITTEE MEMBER (2)**

**COMMITTEE/NON COMMITTEE POSITION**

Two positions available. One position is required to be held by a Committee member. The second position may be held by a non-committee member. Both hold their position until the next Annual General Meeting.

**OVERVIEW**

The Partnership Committee member's role is to represent Cockle Bay Tennis Club at meetings and present unbiased discussion on matters pertaining to the shared usage and management of the Howick Squash Club and Cockle Bay Tennis Club areas of the Meadowlands Multi Sport facility.

**PRIMARY OBJECTIVE**

To collectively meet and work with representatives from Howick Squash Club to provide members of both clubs' with a well maintained and secure facility that complies with Auckland Council lease, building warrant of fitness and bar licencing requirements.

**KEY RESPONSIBILITIES**

1. Attend bi-monthly committee meetings.
2. Represent the Club.
3. Promote and provide unbiased discussion on matters pertaining to the shared work areas.
4. Be fully aware of the club and partnership's financial position.
5. Be fully aware of the partnership rules and agreement.
6. Create and monitor a preventative maintenance program.
7. Review and manage tenancy agreements.

**KNOWLEDGE/ SKILLS REQUIRED**

Ideally the Partnership committee member is someone who:

- Can communicate effectively.
- Can think "big picture" and strategise.
- Is aware of the future usage, direction and planning of the facility.
- Has a good working knowledge of the council lease and building code.
- Can delegate tasks and responsibilities effectively.

## **JOB DESCRIPTION SOCIAL CO-ORDINATOR**

### **COMMITTEE/NON COMMITTEE POSITION**

This position can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Social Co-ordinator holds overall responsibility for arranging social events which may be held at our outside of the club.

### **RESPONSIBLE TO**

Club Captain

### **PRIMARY OBJECTIVE**

With the help of a Social Sub-committee and suggestions from members provide a variety of events throughout the year which gives club members the chance to bond, and provides opportunities for the club to raise funds.

### **KEY RESPONSIBILITIES**

1. To plan and run social events at the club for members, prospective members, and the wider community.
2. Form a Sub-Committee to aid with the planning and running of events.
3. Liaise with the Management Committee on the club's event calendar, keeping it maintained and up to date.
4. Liaise with Club Administrator to promote/advise club members of events.
5. Obtain feedback from club members to gather ideas about future events.
6. Arrange catering requirements for Caro Bowl home games.
7. Be on the Joint Tennis & Squash Social Committee to aid with the planning and running of joint tennis/squash events.
8. Submit monthly written report to Management Committee for review.

### **KNOWLEDGE/SKILLS REQUIRED**

Ideally the Social Co-ordinator is someone who:

- Can communicate effectively.
- Is outgoing, friendly and a "people person".
- Is well organised.
- Can lead a team and delegate responsibility.
- Is creative and can think outside of the square.

## **JOB DESCRIPTION SOCIAL SUB-COMMITTEE (3)**

### **COMMITTEE/NON COMMITTEE POSITION**

This position(s) can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Social Sub-Committee is responsible for assisting the Social Co-ordinator to plan/organise/run social events which may be held at the club or outside of the club.

### **RESPONSIBLE TO**

Social Co-ordinator.

### **PRIMARY OBJECTIVE**

With the help of the Social Co-ordinator and suggestions from members provide a variety of events throughout the year which gives club members the chance to bond, and provides opportunities for the club to raise funds.

### **KEY RESPONSIBILITIES**

1. Meet with Social Co-ordinator to plan, organise and run social events at the club for members, prospective members, and the wider community.
2. Diarise events in advance on Club Calendar.
3. Liaise with Club Administrator to promote/advise club members of events.
4. Obtain feedback from club members to gather ideas about future events.
5. Arrange catering requirements for Caro Bowl home games.

### **KNOWLEDGE/SKILLS REQUIRED**

- Communicates effectively.
- Outgoing, friendly and a “people person”.
- Well organised.
- Is creative and can think outside of the square.

## **JOB DESCRIPTION TOURNAMENTS SUB-COMMITTEE (3)**

### **COMMITTEE/NON COMMITTEE POSITION**

This position(s) can be held by either a Committee member or non-committee member and holds their position until the next Annual General Meeting.

### **OVERVIEW**

The Tournaments Sub-Committee assists the Club Captain select and co-ordinate tournaments (ie. leagues, team tennis, and club's annual Open tournaments) throughout the year.

### **RESPONSIBLE TO**

Club Captain.

### **PRIMARY OBJECTIVE**

To manage all matters relating to tournaments.

### **KEY RESPONSIBILITIES**

1. Is first point of contact for those interested in tournaments listed above.
2. Set dates for tournaments on club calendar.
3. In conjunction with Club Administrator co-ordinate entry links out to members.
4. Select league and team tennis teams.
5. Supply team lists & draw to Club Administrator to send out to players.
6. Collect tournament entry fees.
7. Arrange and host prizegivings (ie. food, prizes, invite sponsors etc)
8. Annual Open tournaments – as per above responsibilities, as well as arrangement and distribution of entry forms, co-ordinating a roster for members to help run tournament and kitchen.

### **KNOWLEDGE/SKILLS REQUIRED**

- Can communicate effectively.
- Are outgoing, friendly and a “people person”.
- Are well organised.