The Role Of The Secretary

While we elect a Secretary annually at our AGM it is a role that, for many years, has had two distinct components.

One is the administrative task of managing meetings, emails, websites, newsletter and communications.

The other is the more pennant-oriented role of setting up and managing the pennant from team entry through to scheduling, then week to week maintenance, more recently including support for the App, managed since 2004 in tennis scores. This role has been undertaken both from within and outside the Committee structure.

While in the past some tasks have been distributed to Divisional reps, more recently, particularly since the pennant fell to 29 teams and required a bit less work, the bulk of the work has been taken on by the Secretary.

If team numbers remain as they are we may benefit from reintroducing a few divisional reps to check results, add players and move rosters forward on a weekly basis. The App can handle all of these things.

While Mike was our President he also took on some of the tasks, particularly arranging pennants and trophies.

During 21/22 a number of teams have been sending me results to enter, while I invariably do so, given that the Association will pay for the app, and that it is for the most part quite capable, this probably needs to cease going forward and be managed by teams / clubs entirely.

A quick summary of the tasks for each of the distinct roles is listed below.

Pennant Co Ordinator	Secretary
Set up Tennis Scores for new season / roster	Primary contact
Support team entry	Manage meetings
Extract teams for meeting	Draft / finalise newsletters
Draft roster booklet	Maintain Gmail Account
Setup / publish pennant	Maintain info to website
Schedule Doubles Events	Manage finals approvals
Support App	Maintain Master Grading List
Weekly check / roll forward	Pennant printing & trophies
Calculate Consistency winners	Annual report / AGM support
Create Master Grading List	Second financial person
Maintain player grades	

I have tracked a fair bit of the specific effort since the last AGM up to the start of the second roster at about 70 hours, this would exclude those emails, texts, etc that I dealt with away from my desk at home.

Given that the first roster has no tasks for trophies and pennants, dinner etc, I would guesstimate the effort at about 150 hours by the time we are at the next AGM. While it is hard to be specific I would estimate that the admin and pennant roles require about a 50 / 50 split.

Campbell