**COMMITTEE MEMBER ROLES**

*President*

Charged with providing leadership and direction to the Committee, the President is responsible for ensuring that the Committee fulfills its responsibilities for the governance and success of the club. He/she also works to optimize the relationship between the Committee, any paid employees, volunteers and other members, and to achieve the club’s agreed goals. The President is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club.

*Vice President*

The Vice President is responsible for assisting the President to fulfill their responsibilities for the governance and success of the club. This may mean chairing meetings at short notice. The Vice President role is commonly regarded as preparation for the President. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.

*Treasurer*

The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure. It is desirable the Treasurer is well organised and possesses a level of financial expertise.

*Secretary*

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary’s tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.

*Maintenance Coordinator*

Co-ordinate and maintain the tennis club/courts and liaise with Council/Contractors regarding any maintenance issues concerning the club.

*Junior* *Coordinator*

Responsible for coordination of Junior Competitions with Mordialloc Tennis Club Coach.

*General* *Committee*

Supports all of the above roles.

Incorporate these roles into the General Committee;

Funding (Grants) Co-Ordinator

Social Co-Ordinator

Social Media Co-Ordinator

Club Uniform