



Mountain District Ladies
Tennis Association Inc.
Reg: 0020766V

POSITION DESCRIPTION

TITLE: Fixture Secretary

ROLE: The Fixture Secretary's role is to organise and prepare the fixture for each new season.

DUTIES: Includes organising team sheets and emergency forms for Clubs at the end of each season. Attend Association grading meetings, prepare season's fixtures and notify clubs.

DUTY LIST:

MONTH	TASKS
August (Post-AGM)	<ul style="list-style-type: none">• Attend AGM.• Attend meeting with new Executive Committee.
September	
October	<ul style="list-style-type: none">• Attend Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.
November	<ul style="list-style-type: none">• Attend Match & Permit meeting - Organise finals venues.• Collect team sheets and emergency forms for next season.• Winter Season Luncheon
December	<ul style="list-style-type: none">• Summer Season - Attend Match & Permit meeting to organise sections, teams, draws & fixtures for new season.
January	
February	Summer Competition begins
March	
April	<ul style="list-style-type: none">• Attend Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.
May	<ul style="list-style-type: none">• Attend Match & Permit meeting - Organise finals venues.• Collect team sheets and emergency forms for next season.
June	<ul style="list-style-type: none">• Summer Season Luncheon• Winter Season - Attend Match & Permit meeting to organise sections, teams, draws & fixtures for new season.
July (Pre-AGM)	Winter Competition begins