



Mountain District Ladies
Tennis Association Inc.
Reg: 0020766V

POSITION DESCRIPTION

TITLE: Ladder Secretary

ROLE: The Ladder Secretary's role is to collect, record and manage all match data for grading and historical purposes.

DUTIES: The Ladder Secretary's duties include, collecting, recording and managing scoresheets received from teams following matches. They are to calculate and record premiership points to team following matches accordingly. Calculate, record and manage ladders for each section; and maintain statistical data.

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.• 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.
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