



Mountain District Ladies  
Tennis Association Inc  
Reg: 0020766V

## POSITION DESCRIPTION

**TITLE:** President

**ROLE:** The President's role is to oversee the operation of the Association, they need to involve club members in decisions that affect them. Encourage focussed discussions and keep meetings on track and on time and where necessary, mediate between Association members.

**DUTIES:** Include overseeing and assisting other committee members in their duties. Arrange, conduct and chair meetings. Organise and co-ordinate end of season luncheon presentations.

### DUTY LIST:

MONTH	TASKS
<b>August (Post-AGM)</b>	<ul style="list-style-type: none"> <li>Attend and provide a President's report to AGM.</li> <li>Co-ordinate the change over of executive committee (ie: update website, letterhead, relevant forms and notify clubs of new committee members).</li> <li>Organise and chair meeting with new Executive Committee.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>Organise with the Secretary to distribute to all clubs:               <ul style="list-style-type: none"> <li>❖ Team Entry Forms and Club Information Sheets for next season; and</li> <li>❖ details of the Luncheon Presentation with money, numbers and dietary requirements to be sent to the Treasurer.</li> </ul> </li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Organise Match &amp; Permit committee meeting to determine finals venues. <i>(This is held on the Tuesday evening following the last fixtured match of the season. It's held in the evening to give the Ladder Secretary time to finalise the results from that day - which should be called in by the teams.)</i></li> <li>Chair Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Attend Match &amp; Permit meeting to organise finals venues <i>(taking into consideration where luncheon is to be held).</i></li> <li>Notifying clubs/teams of finals venues and requirements during finals.</li> <li>Organise and finalise details of luncheon including final numbers and dietary requirements.</li> <li><b>Winter Season Luncheon</b> - at the luncheon organise Match &amp; Permit meeting for the next Tuesday re: next season.</li> </ul>



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<b>December</b>	<ul style="list-style-type: none"> <li>• <b>Summer Season</b> - Chair Match &amp; Permit meeting to organise sections, teams, draws &amp; fixtures for new season.</li> </ul>
<b>January</b>	
<b>February</b>	<ul style="list-style-type: none"> <li>• <b>Summer Competition begins</b> - update fixture on website.</li> </ul>
<b>March</b>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Consider and book venue for Luncheon Presentation.</li> <li>• Organise with the Secretary to distribute to all clubs:             <ul style="list-style-type: none"> <li>❖ Team Entry Forms and Club Information Sheets for next season; and</li> <li>❖ details of the Luncheon Presentation with money, numbers and dietary requirements to be sent to the Treasurer.</li> </ul> </li> <li>• Organise Match &amp; Permit committee meeting to determine finals venues.</li> <li>• Organise and chair Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Attend Match &amp; Permit meeting to organise finals venues (taking into consideration where luncheon is to be held).</li> <li>• Notifying clubs/teams of finals venues and requirements during finals.</li> <li>• Organise and finalise details of Luncheon Presentation including final numbers and dietary requirements.</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• <b>Summer Season Luncheon</b> - at the luncheon organise Match &amp; Permit meeting for the next Tuesday re: next season.</li> <li>• <b>Winter Season</b> - Chair Match &amp; Permit meeting to organise sections, teams, draws &amp; fixtures for new season.</li> </ul>
<b>July (Pre-AGM)</b>	<ul style="list-style-type: none"> <li>• <b>Winter Competition begins</b> - update fixture on website</li> <li>• Discuss with Executive Committee date for AGM.</li> <li>• Have the Secretary prepare and send letters to all Clubs notifying them of AGM date and enclosing Committee Nomination Forms 14 days prior to AGM.</li> <li>• Prepare a President's report for tabling at AGM.</li> <li>• Consider and book venue for Luncheon Presentation (<i>as the luncheon will be around Xmas time, don't leave this too late</i>).</li> </ul>