



Mountain District Ladies
Tennis Association Inc.
Reg: 0020766V

POSITION DESCRIPTION

TITLE: Secretary

ROLE: The Secretary's role is to maintain the historical records of the Association and keep the member clubs informed of all meetings and activities.

DUTIES: Include preparing meeting agendas, record all minutes of meetings, record attendance at meetings, provide information to affiliated Clubs, managing incoming and outgoing correspondence and generally support the President in their role.

DUTY LIST:

MONTH	TASKS
August (Post-AGM)	<ul style="list-style-type: none">• Attend and take minutes of AGM• Gather contact details of new Executive Committee members and distribute to all Clubs.• If required, organise updating Consumer Affairs Commission with detail of new Public Officer.• If required, be involved in the change over of bank signatories.• Attend and take minutes of meeting with new Executive Committee.
September	<ul style="list-style-type: none">• Distribute to all clubs after consultation with President:<ul style="list-style-type: none">❖ Team Entry Forms and Club Information Sheets for next season (to be given to the Secretary prior to or at the luncheon); and❖ details of the Luncheon Presentation with money, numbers and dietary requirements to be sent to the Treasurer.
October	<ul style="list-style-type: none">• Attend and take minutes of Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.
November	<ul style="list-style-type: none">• Attend and take minutes of Match & Permit meeting to organise finals venues.• Winter Season Luncheon
December	<ul style="list-style-type: none">• Summer Season - Attend and take minutes of Match & Permit meeting to organise sections, teams, draws & fixtures for new season.
January	
February	<ul style="list-style-type: none">• Summer Competition begins
March	



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April	<ul style="list-style-type: none">• Distribute to all clubs after consultation with President:<ul style="list-style-type: none">❖ Team Entry Forms and Club Information Sheets for next season (to be given to the Secretary prior to or at the luncheon); and❖ details of the Luncheon Presentation with money, numbers and dietary requirements to be sent to the Treasurer.• Attend and take minutes of Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.
May	<ul style="list-style-type: none">• Attend and take minutes of Match & Permit meeting to organise finals venues.• Co-ordinate collection of money and team sheets for next season.
June	<ul style="list-style-type: none">• Summer Season Luncheon• Winter Season - Attend and take minutes of Match & Permit meeting to organise sections, teams, draws & fixtures for new season.
July (Pre-AGM)	<ul style="list-style-type: none">• Winter Competition begins• Prepare and send letters to all Clubs notifying them of AGM date and enclosing Committee Nomination Forms 14 days prior to AGM.