

Southwell Lawn Tennis Club - Role of Hon. Secretary

- 1) to be the main contact for the Club in terms of communication from outside organisations, including LTA, competition organisers and commercial bodies
- 2) to keep the administrative records of the Club in good order
- 3) to take and keep notes of Club committee meetings, the AGM and any EGM and to present these as minutes for approval at each subsequent meeting
- 4) to notify the relevant members of the time, date and place of any meetings of committee, AGM or EGM and to prepare an agenda for such meetings in accordance with the other members of the committee and any specific issues raised by team captains or other full members
- 5) to attend the committee meetings and to contribute to the running of the Club and to promote the objects of the Club as defined in the constitution