

JOIN US AS TENNIS OXFORDSHIRE SECRETARY

WHAT THE ROLE INVOLVES

- Ensuring the effective organization of meetings and the maintenance of documentation supporting the governance of Tennis Oxfordshire.
- The individual attends Tennis Oxfordshire meetings, events and possibly some LTA/Area Volunteer Forums.
- Playing an important role in working with other Management Committee members to support the development and execution of the Tennis Oxfordshire annual strategy and plan.

KEY RESPONSIBILITIES

MEETING CO-ORDINATION:

- Arrange Management Committee meeting dates and locations in line with the LTA meeting cycle.
- Request relevant papers/reports from members and consult with the Chair to produce and circulate meeting agendas.

GOVERNANCE:

- Produce and distribute accurate minutes and action points from meetings.
- Maintain up-to-date documentation (e.g. conflict of interest policies, governance records, etc) and ensure they are stored electronically, securely backed up, and, where appropriate, available for public viewing (e.g. on Tennis Oxfordshire's website)
- Ensure the Management Committee meet all the requirements under both our CIO constitution rules and our LTA governance framework and funding model.
- Ensure we have the appropriate agreements in place with partner organisations that meet the requirements of the Charities Act.

COMMUNICATION:

- Act as the first point of contact for Tennis Oxfordshire related correspondence.
- Ensure effective communication with Management Committee members and other stakeholders and proactively manage and communicate any potential conflicts of interest.

EVENT ORGANISATION::

- Organize the Annual General Meeting (AGM) and any Extraordinary General Meetings (EGMs) in collaboration with the Chair and Administrator

WHAT WE'RE LOOKING FOR

- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities.
- Ability to work independently and as part of a team.
- Familiarity with the core role of Tennis Oxfordshire and our resourcing requirements.
- Commitment to equality, diversity, and inclusion.

TIME COMMITMENT

The Secretary is a member of the Management Committee, which meets 6-7 times per year. As this is a voluntary role, whether you can contribute a couple of hours a week or more, your involvement will be highly valued. You can attend in-person or virtual meetings as required, and we will work with you to ensure a balance that suits your schedule.