

Naas LTC – Child Safeguarding Policy

Appendix 7

Roles & responsibilities of Sports Leaders, Elected Officials and Other Officials

Club Chairperson/President.

- To chair Executive Committee meetings.
- To issue official correspondence on behalf of the club. (It is advisable to have all letters issued by the Chairperson/President)
- To endeavor to generate good communication between committee members to unite the group
- To encourage the full participation of all committee members
- To liaise with the other officers between committee meetings
- To officiate at club events

Club Secretary

- To record the minutes of the meetings
- To set the agenda for meetings in consultation with the Chairperson/President
- To issue notices of committee and General meetings
- To maintain all club records including incoming and outgoing correspondence
- To deal with correspondence as it arises. (this may include urgent correspondence which cannot be held over to a committee meeting and which should be passed to the Chairperson/President as soon as possible)
- To maintain and manage all digital records

Club Treasurer.

- To record all financial transactions of the club
- To report on all transactions to the Executive Committee meetings
- To issue payment for all bills, wages, fees etc. as approved by the Executive Committee.
- To lodge all monies received.
- To liaise with sub-committees where necessary in relation to receipt or expenditure of any monies.
- To liaise with the club's bank in relation to club accounts

Club Captain

- To organize all tennis activities within the club.
- To select club teams.
- To liaise with other sub-committees in relation to various events within the club.
- To report to the monthly meeting of the Executive Committee.
To officiate at club events, prize-givings etc. as necessary

General Committee Member**Junior Sub-committee member****Other Sub-committee member****Junior Sports Leader****Tennis Coach****Caretaker/cleaner.****Groundsman**

These above Job Specifications will need to be fully developed in order to suit the individual club

