

SECRETARY - ROLE DESCRIPTION

Introduction

Cambridgeshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Cambridgeshire Tennis and is currently unincorporated. Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Cambridgeshire are also supported by the County but are not voting members. The management of Cambridgeshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several committees responsible for specific aspects of County Tennis as well as all remunerated roles required to support the work of the Association.

The vision and mission of Cambridgeshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Cambridgeshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Role of Secretary

The Secretary is an officer of Cambridgeshire Tennis. The role is in place to ensure the effective organisation of meetings, the maintenance of documentation which supports the governance of the Association.

Responsibilities

- Arrange Management Meeting dates and location in line with the LTA meeting cycle
- Request papers from attending members – in the format agreed from time to time
- Produce and circulate an agenda after consultation with the Chair
- Keep the conflicts of interest policy updated at each Management Meeting
- Arrange the AGM and any EGMs in conjunction with the Chair and Administrator
- Produce and circulate accurate minutes and action points from the meetings
- Work with the Administrator to ensure documentation supporting the governance of Cambridgeshire Tennis is stored electronically, adequately backed up and available to review as required
- Work with the Administrator/Communications Officer to ensure the latest version of documents that should be available publicly are available on the County Website
- Proactively share any conflicts of interests at meetings

Skills and knowledge

- Excellent written skills
- Excellent communication and correspondence
- Organised and accurate
- Strong ability to communicate and work with a small team
- Work to deadlines



Number and Frequency of Meetings

- The Secretary is a member of the Management Committee which meets 4-6 times per year
- Depending on experience, the post holder may be invited to sit on other committees of Cambridgeshire Tennis

Special requirements

- Previous experience of secretarial or clerical work is very beneficial

Expenses

Reasonable expenses associated with the role can be reimbursed.

Location

The postholder can undertake much of the role from home but will be required to travel to meetings and to relevant events. The Administration for Cambridgeshire Tennis is undertaken from office premises at Hills Road Sports and Tennis Centre, Purbeck Road, Cambridge CB2 8PF.

Document Revision History

Version	Date	Review Date	Revision	Completed by
1.0	27/05/23	01/01/26	First version, no revisions	Mark Sanders & Julie Wych

Ownership of this document belongs to the Secretary of Cambridgeshire LTA. Please ensure revisions are documented in this table and the filename version and date are updated.

