

Job Description
Volunteer Position : Chairman – Tennis Committee

Duties:

- Chair regular Committee Meetings (approx every 6 weeks)
 - Prepare the agenda
 - Liaise with the minutes secretary over the preparation of the minutes and distribute them
- Attend Board meetings to report on tennis section (approx 6 times per year). However this duty may be done by anyone on the Tennis Committee
- Meet with contractors dealing with court maintenance (1/2 times per year or when needed)

Other possible duties may include

- To keep Clubmark up to date and , if necessary and possible, attend meetings with Kent LTA
- To attend meetings with coaches
- To attend meetings with Parklangley (if possible)
- To attend Federation meetings (if possible)
- Reply to tennis enquiries received from the website re membership