

COLEBRIDGE TABLE TENNIS CLUB

Role description: League Secretary


Name of League Secretary: Ben Willson

Responsible to: Colebridge Management Committee

Main duties

- Support the efficient running of the club.
- Arrange affiliation of Colebridge to local league organisations.
- Organise local league teams, including Team Captains who are familiar with their role and responsibilities.
- Produce a calendar of fixtures and keep this updated as required.
- Deal with all league correspondence.
- Promote the league competitions to relevant members.
- Attending key meetings (including Annual General Meetings).
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

League Secretary - Adopted in Club Committee Meeting minutes

Signed:  Club Chairman

Dated: 11th July 2019