

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 an online calendar of fixtures and keep this updated as required.
- Deal with all league correspondence.
- Promote the league competitions to relevant members.
- Support the General Secretary with league success for the Annual Report.
- Maintenance and enhancement of the Colebridge website.
- Attending key meetings (including Annual General Meetings).
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Arranging handover or succession planning for the position.

League Secretary - Adopted in Club Committee Meeting minutes

Signed: A handwritten signature in black ink, appearing to read "John A. Lee", written over a horizontal line.

Club Chair

Dated: 30th June 2023