

Valley Tennis Club - Duties of the Secretary

Meetings (Executive, Special General, Annual General):

- Prepare agendas for all meetings
- Take minutes for all meetings
- Track all actions as discussed in the meetings
- Circulate minutes to members of the Executive and/or membership at large

Emails to Membership:

- The secretary must approve copy for all emails to the membership (emails for Teams, the Ladder and Tournament do not need to be approved by the Secretary).

AGM:

- Notify membership via email of Annual General Meeting 3 weeks prior to the date
- Manage all aspects of Executive nomination process including notice to membership and collection of nomination forms 7 days prior to the meeting.
- Request and collect all reports for inclusion in the President's Report
- Prepare copies of all materials for the AGM – President's Report, Treasurer's Report, Pro's report and ballots
- Receive any constitutional amendments in writing at least one month prior to the AGM

Other:

- Maintain contact information for all Valley Executive members and Team Captains