



**Hampton-in-Arden Sports Club Limited**  
Company limited by guarantee  
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Clubhouse telephone: 01675 442284  
Registered in England No. 1179485



Hampton-in-Arden Tennis Club  
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## **SECRETARY ROLE**

The secretary is an elected member of the committee and handles the basic administration, to ensure the smooth running of the club. It is a demanding high profile role that has a major impact on the efficiency and effectiveness of the management, including making records, correspondence and other communications. Experienced secretaries will tell you that their duties often expand beyond what is normally expected of them.

### **What makes a good Secretary?**

- Methodical and reliable
- A good communicator
- Ensure all delegated tasks are actioned
- A good planner
- Good organisational skills
- Be able to lead and supervise others
- Be able to delegate
- Be a competent computer user

### **Roles and Responsibilities**

- Being the first point of contact for all enquiries
- A key representative at meetings
- Affiliating the place to play to the LTA and local leagues
- Dealing with correspondence
- Registering members
- Organising the AGM
- Organising and attending all committee meetings
- Taking and distributing minutes
- Maintaining accurate records
- Ensuring action points from meetings have been carried out
- Collecting and analysing information from the members (e.g., membership information)

### **Estimated Time Commitment**

10 committee meetings per annum, 1 AGM, County AGM, other meetings as required

2 – 3 hour per week throughout the year

### **Key Relationships**

Coach, Members, Committee, LTA, County LTA Office

## **BEST PRACTICE TIPS FROM THE LTA CLUBMARK WEBSITE**

### *Dealing with correspondence*

You should read and reply to correspondence promptly, even if only to acknowledge receiving the letter and passing it on to the relevant person. By following these tips you should be able to deal with the correspondence quickly and effectively.

### *Maintain a register of correspondence*

- Make sure that you are up to date with correspondence before management committee meetings, so information can be distributed and dealt with at the meeting, whenever possible
- Keep a copy or a note of the letters that you send and the date you sent them
- File copies of correspondence under the appropriate heading, if you think you need to refer to them again
- Don't file everything just for the sake of it
- Throw things away when the matter has been finalised or they are no longer of any use
- Keep contact details, addresses, email addresses and mobile telephone number, either on your computer or have a paper copy
- Keep notes of important telephone conversations

### *Liaising with other members and external agencies*

The secretary has an important responsibility to keep everyone informed of decisions and events and to check that tasks have been carried out. A close working relationship with the chairperson, treasurer and president is essential, and the secretary should ensure that they are well informed on all matters relating to the place to play.

### *Organising meetings*

- Prepare in advance an agreed schedule of meetings for the year so they are booked in everyone's diaries
- Give plenty of notice of the proposed date and time of the meeting
- Prepare the agenda in advance in consultation with the chairperson
- Circulate the agenda and minutes of the previous meeting in advance.

### *Example meeting agenda*

There will be a meeting of the management committee, at \_\_\_\_\_, on \_\_\_\_\_ (date), from \_\_\_\_\_ (time).

1. Welcome and introductions
2. Apologies for absence
3. Minutes – To approve the minutes of the previous meeting as a correct record
4. Matters arising e.g., membership, proposed facility project, place to play tournament
5. Junior programme report
6. Adult programme report
7. Financial report – to receive a report on the current financial position and to make any decisions regarding budgets, fees, expenses, payments etc
8. Date of next meeting
9. Any other business

### *Writing minutes*

At the end of a complicated discussion, using simple language, provide a brief, clear summary of what you think has been agreed. Confirm in a few words the decision, the action to be taken, who is going to take that action and by when.

The secretary is an influential position, but has the sometimes difficult task of contributing to the discussions while keeping a record of the meeting. Do not assume that you will be able to remember all the decisions. Short

notes and jottings taken during the meeting may seem perfectly clear at the time but a week later can cause confusion as to what was actually agreed.

Follow these guidelines when you write the minutes:-

- List those people present and record the apologies for absence
- Follow the agenda order and keep each section short
- State the main issues and the decisions made
- Do not take sides when recording a discussion. Try to be objective and outline the facts of each argument
- Record the full text of motions if a vote was taken
- Write up the minutes as soon as possible after the meeting, as the discussions are still fresh in your mind
- Circulate the minutes to all members of the management committee soon after the meeting, so as to inform those who were absent and to remind those who have some actions arising from the meeting
- Follow up on actions

When documenting AGMs, which are usually governed by strict constitutional rules. Keep formal records stating the names of proposers and seconders, quoting the exact text of the resolutions and the results of the voting.

Management committee meetings can be minuted more informally by simply stating the decisions that have been taken, unless any special request has been made to record a disagreement.

Take down minutes following a standard style, choosing an appropriate word to suit the circumstances.

Examples are as follows:-

Agreed – indicates a strong consensus to support a particular course of action.

Recommended – indicates a proposal to another management committee of the place to play.

Noted – indicates that the matter was reported, but no decision was necessary.

Received – indicates that a report was presented and accepted.

Approved – indicates that a recommendation has been endorsed.

Recognised - indicates that information was accepted but no decision was taken.

Resolved – indicates that a motion was formally proposed, voted upon and passed.

#### *Things to avoid*

Don't make the management committee deal with lots of trivial topics. It is frustrating and annoying if important items are left off the agenda or are not reached.

Don't put the most important agenda item at the end of the agenda. People are more attentive at the beginning of meetings and it is better to have their energy directed to important items at the beginning, rather than starting off with trivial points that may get more discussion than they warrant.

Don't let matters arising from the previous meeting take up most of the time at the next meeting. This is frustrating because nothing new is being accomplished, which is non productive. Identify loose ends from the previous meeting and set them down as agenda topics of their own, putting them in priority order, near the end of the agenda.

Don't let the management committee forget about the people they are serving. Too often a management committee becomes immersed in its' own activities and disregards the needs and interests of the members.

#### *Things to remember*

- Be motivated to do a good job
- Be well organised and conscientious
- Deal with correspondence promptly
- Follow meeting guidelines to ensure meetings are productive
- Keep the right records in places where you can find them
- Work in partnership with the chairperson and management committee to ensure your place to plays runs effectively

