

BDTA Executive Committee Position Descriptions

It is a requirement that Executive Committee positions are filled every year on the Buninyong & District Tennis Association.

Any financial member of any affiliated member Club can nominate. You can nominate yourself or you can nominate someone.

As a volunteer, non-profit organisation, these are non-paid positions and are a way of supporting the BDTA. While some individuals may have held positions for some time, it is important to refresh roles and positions over time. A brief description of these positions are as follows:

President

- Presides at all meetings of the Association. The Association holds three general meetings per year.
- Liaises with major stakeholders such as Tennis Victoria, the City of Ballarat and other tennis providers.
- Coordinates the Executive Committee
- Member of the Senior and Junior Permit Committee

Senior Vice President

- Presides at any meeting in the absence of the President
- Coordinates the senior competition
- Member of the Senior Permit Committee

Secretary

- Convenes all meetings of the Association
- Prepares and distributes meeting agendas and minutes of meetings
- Is the main contact point between the Executive and the Clubs
- Attends to the business requirements of the Association
- Manages protests of the Association

Junior Vice President

- Presides at any meeting in the absence of the President
- Coordinates the junior competition
- Member of the Junior Permit Committee

Treasurer

- Sets the schedule of fees each financial year
- Receives and pays all monies during the year and maintains financial records
- Prepares annual statement
- Manages the Book A Court system

Record Secretary

- Maintains records of results of all matches
- Compiles the ladders
- Provides results to the media
- Liaison with Tennis Victoria in development of online record system
- Receives an allowance of \$300 per year

Publicity Officer

- Prepares and delivers communications about the Association and its competitions and services
- Maintains the website
- Liaises with other publicity and communications providers