



Greendale Tennis Club Inc.

P.O Box 7198

Taradale

Napier 4141

Hawke's Bay

Secretary

The secretary is directly responsible to the President of Greendale Tennis Club and its members.

The Secretary is appointed for a 12-month period.

Desirable Attributes:

The Secretary should:

- strong organization skills
- sound knowledge of computers/technology
- good communication
- ability to keep confidential matters confidential

Administrative roles include:

- Prepare the agenda for club/group meetings in consultation with the Chairperson.
- Make arrangements including venue/date/time for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club/group AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting and distribute these to the committee and club members
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Respond to general duties as directed by the club/group committee.