

# Schedule of Duties (In Brief)



Tennis New Zealand Seniors  
National Administrator  
List of Duties and Responsibilities  
Summerized by Keith Burt, TNZS Solicitor in 2014

## **A / Management Committee (MC)**

Act as the secretary for the MC handling notices of meetings, venue bookings, zoom meetings, notices to members, agenda, minutes, correspondence, financial reporting.

Affiliation fees collection, and generally perform all those duties normally performed by Administrators/Secretaries of not for profit sporting National organisations.

## **B / Meetings**

Organise and attend the AGM and any special general meetings and perform the duties normally performed by the National Administrator or CEO of a not for profit sporting National organisation and as required by the Constitution.

## **C / Tournaments**

Act as Tournament Director for the National Tennis Championships and the Easter Teams Tournament.

## **D / Clubs**

Maintain close and efficient relationships with all affiliated clubs by all modern means, including the publication of the Annual Tournament Programme and Handbook and Newsletters and regular up dating of the web site.

## **E / International Tennis Federation (ITF)**

Liaise with National Selectors on the selection of National representatives for ITF Masters events including entries, uniforms, publicity, and all matters relating to NZ teams representing New Zealand overseas.

## **F / Charitable Grants/Sponsorship**

Prepare and implement such grant applications as directed by the Management Committee (also liaise with financial person)

## **G / General**

Perform such other matters and things that the Chairman and/or the Management Committee may reasonably direct the National Administrator to do.