

## **Broxbourne Sports Club**

## **Role Description: Tennis Section Rep**

**Reports to:** Chairs of Sports Club and Tennis Section Committees

### **Purpose of the Role**

- To provide a link between the Tennis Section committee and the Sports Club Committee
- To ensure that the tennis section's interests are represented on the Sports Club Committee

### **Main responsibilities**

Links between committees:

- Attend Sports Club Committee meetings or arrange for a suitable alternate to attend
- Brief and debrief the alternate when this happens
- Attend Tennis Section committee meetings
- Provide reports and updates for the Sports Club Committee on relevant tennis section matters
- Ensure that the Tennis Section Committee is informed about all relevant matters discussed at the Sports Club Committee

Represent Tennis Section interests:

- Be aware of and able to explain tennis section views on agenda items coming up at the Sports Club Committee
- Request agenda items for Sports Club Committee meetings with the Chair/Secretary if they are deemed necessary by the Tennis Section Committee
- Have a knowledge of the tennis section budget and be able to contribute to discussions about club finance matters at the Sports Club Committee
- Read the draft minutes of the Sports Club Committee and note any inaccuracies providing corrections to the minute-taker