



ERT Roles & Responsibility Guidelines

As per ERT Constitution
2018

President

- Chair Annual General, Special General, Convenors & Executive Committee meetings
- Ensure the Executive Committee represents & protects the interests of all Clubs
- Ensure meetings are properly constituted & convened as required under the constitution
- Ensure fair discussion at meetings & all points are expressed before any decision is reached
- Make decisions on behalf of the Association (if required) between Executive Meetings after consultation with the relevant Officers
- Follow up Debtors
- Represent ERT at official functions

Secretary

- Prepare agenda for Annual General, Executive & Special General meetings
- Ensure members receive all relevant information.
- Take Minutes of meeting & distribute in the timeframe designated by the Executive.
- Transfer of Player/s between Clubs.
- Book venues for AGM, Special GM, Convenors meetings

Assistant Secretary

- To assist Secretary with various tasks

Treasurer

- Pay bills of the Association
- Present a financial report to each Executive Meeting.
- Present all accounts for payment for approval of the Executive.
- Maintain the financial records of the Association.
- Present a Statement of Income and Expenditure for the financial year and a Statement of Financial Position as at the end of the financial year to the AGM.
- Arrange for the investment of any surplus funds of the Association as approved by the Executive.
- Supply the President with list of outstanding debtors for follow-up as required.
- Emailing of Invoices, Fines & Statements.
- Recording of transactions in Quickbooks
- Debt Collection

Executive Committee – Bi Monthly meetings

- Responsible for managing the business of the Association & act in accordance with constitution, by-laws & policies of the Association.
- Attend Executive Committee Meetings

Vice President, Tournament & Development

- In the absence of the President, act & perform the duties of the President, while upholding the Associations bylaws.
- Chair Tournament & Development Sub-Committee meetings
- Participate in Tournament & Development matters

Executive Officer, Tournament & Development

- Prepare agenda & take minutes of Tournament & Development Sub-Committee
- Oversee the organization of all junior programs
- Attend AGM, Convenor's and Executive meetings
- Purchase, Sale and Stock of Clothing
- Selection & registration of teams & players representing ERT in organised events
- Manage all tournament revenue
- Organise ERT participation in various Junior programs, Carnivals, Cups, Shields, etc
- Email/forward information from Tournament/Development Committee to Clubs/Junior Convenors.
- Delegate & Co-ordinate responsibilities among Sub-Committee members

Tournament & Development Sub-Committee

- Management of Tournaments & various Junior programs
- Management of Tennis Vic JLT Pennant Competition
- Attend Tournament & Development Sub-Committee meetings

Vice President, Competition Committee

- In the absence of the President, act & perform the duties of the President, while upholding the Associations bylaws.
- Chair Competition Sub-Committee meetings
- Participate in Competition matters

Executive Officer, Competition

- Prepare agenda & take minutes of Competition Sub-Committee
- Responsible for the day-to-day conduct of the Association's competitions
- Attend Executive, AGM and Convenor's meetings
- Update and review items in Handbook
- Take Minutes of Convenors Meeting
- Co-ordinate & Delegate various responsibilities among Sub-Committee members

Record Secretary,

- Responsible for the day to day running of competitions
- Communicate issues to Clubs & Sub-Committee members
- Attend Convenor's meetings and AGM
- Input data for next season
- Processing of team entries & preparing a draw
- Check weekly match results
- Prepare Bulletins
- Communicate with Club Convenors

Competition Sub-Committee (9 Members) – Monthly meetings

- Management of Junior & Senior Competition
- Grading of Junior & Senior Teams
- Adjudication of Competition disputes
- Implementation of By-Laws
- On-Line Team Entry & Grading Process
- Attend Competition Committee, Grading & Grading review meetings
- Control of fixtures for competition entries
- Order Banners, Pennants, Trophies, Medallions, Glasses from suppliers
- Co-ordinate Handbook

ERT Annual Dinner

- Organise ERT Dinner [booking venue, menu, table arrangements] plus collecting / return of Shields from Clubs for engraving and presentation on the night.

ERT Publications

- To prepare/update artwork for printing or publication for ERT publications as required
ERT Annual Tournament Flyer, ERT Annual Report Booklet,
- ERT Annual Dinner Flyer
- Use publishing programme such as "Pages" to produce above publications.
- Liaise with advertisers re the advertisements that they require.
- Liaise with printers re printing of above publications as required.