

Volunteer Honorary Secretary

Make a difference with Northamptonshire Tennis

Northamptonshire LTA (NLTA) has a vacancy for the role of;
Honorary Secretary

Who are we?

Northamptonshire Lawn Tennis Association is the governing body for tennis in the County. We are run by a volunteer Management Committee - a friendly team of volunteers who love the sport and are happy to help with the running of tennis activities across the County. For example, we work with clubs and venues on safe and welcoming opportunities for everyone to play, we organise competitions and tournaments, we promote coaching across the county, and we support our county level players, both juniors and seniors.

The vision and mission of Northants Tennis is 'Tennis Opened Up' and to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. We work closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at county level. We value diversity and inclusion and encourage people from all backgrounds and experiences to apply to join us, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equity, diversity and inclusion into all work and functions.

We have the aim of converting to a Charity (CIO) soon and it is proposed that the successful applicant would be invited to become Secretary of the Board of Trustees. There is no obligation to become a Trustee, the successful applicant can just hold the Officer position of Secretary

What's the role?

The Secretary is an officer of Northamptonshire Tennis. However, applicants need not necessarily have a background or involvement in tennis as the role is a secretarial and admin role. Support and mentoring will be provided for the successful candidate.

The role ensures the effective organisation of meetings and the maintenance of documentation which supports good governance so, helping it meet its legal and future charitable obligations.

The successful candidate would be expected to join the current Management Committee.

Key aspects of the role would require:

- Arrange Trustee meeting dates and location in line with the LTA meeting cycle
- Request papers from attending members - in the format agreed from time to time
- Produce and circulate an agenda after consultation with the Chair
- To ensure the organisation records decisions and actions taken at committee meetings
- To produce and circulate accurate minutes and action points from the meetings
- To ensure a register of members of the organisation is in place together with a Declaration of interest and code of conduct register
- In conjunction with the Chair, organise and oversee the AGM, and any EGMs, in line the constitution

- Work with the Administrator to ensure documentation supporting the governance of Northamptonshire Tennis is stored electronically, adequately backed up and available to review as required.
- Work with the Administrator/Communications lead to ensure the latest version of documents and policies that should be available publicly are available on the County Website.
- To be a formal point contact for external correspondence.

Do I need any specific skills?

Person Specification

We are looking for someone who can bring teamwork, integrity, and excellence in their work. Previous experience could include:

- Company Secretarial work
- Legal background
- Secretarial experience on Tennis Club or Sports Club Committees
- Office Secretarial and Admin experience

Personal Attributes

- Good organisational skills, with an attention to detail
- Experience of document preparation
- An effective communicator; articulate, diplomatic with excellent written skills
- Ability to build relationships with a range of volunteers
- Good interpersonal skills and ability to work in a team
- Knowledge of tennis, or padel, club/venue management and of LTA direction and activities helpful
- Willingness to devote the necessary time and effort to perform an effective role
- **Estimated average commitment; 1-2 hours per week**

Expenses

Reasonable expenses associated with the role can be reimbursed.

Recognition

A volunteer reward and recognition scheme is in place. Volunteers have an opportunity to access Wimbledon tickets, at the discretion of the County and LTA.

Location

The role of the Honorary Secretary will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits and events mostly within the County.

If you are interested in this role, please send a covering email and short CV including details of previous experience to us at admin@northantstennis.co.uk and we'll get back to you.