



Parramatta City Tennis Inc.

Committee Positions and Duties

All positions and duties are as per the binding constitution of the Parramatta City Tennis Inc. Association's and shall be adhered to as it's applicable once elected into the position.

1) **DUTIES OF OFFICE BEARERS**

(1) President

(a) It is the duty of the President to

- (i) act as Chairperson of all meetings of the Association.
- (ii) be responsible to uphold the Constitution of the Association at all times
- (iii) ensure that all bona fide decisions of properly constituted meetings of delegates or of the Committee are implemented.
- (iv) to represent the Association at all meetings and functions which he may, from time to time, be directed to attend.

(a) The minutes of proceedings at a meeting must be signed by the Chairperson of the Meeting or by the Chairperson of the next succeeding meeting

(2) Vice-President

It is the duty of the Vice-President of the Association to act for the President in his absence or to perform any other duties on his behalf as may be delegated to him.

(3) Secretary

(a) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.

b) The secretary must establish and maintain a register of members of the association (whether in written or electronic form) specifying the name and postal, residential or email address of each person who is a member of the association together with the date on which the person became a member.

(c) It is the duty of the secretary to keep minutes (whether in written or electronic form) of:

- (i) all appointments of office-bearers and members of the committee, and
- (ii) the names of members of the committee present at a committee meeting or a general meeting, and



Parramatta City Tennis Inc.

- (iii) all proceedings at committee meetings and general meetings.
- (d) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (d) The signature of the chairperson may be transmitted by electronic means for the purposes of subclause (3).

(4) Treasurer

- (a) It is the duty of the Treasurer of the Association to ensure that:
 - (i) all monies due to the Association are collected and received and that all payments authorised by the Association are made; and
 - (ii) correct books and accounts are kept, showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association;
 - (iii) receive from the Secretary, Competition Secretaries, Tournament Secretaries or such other delegated persons, monies on a bank deposit receipt in the name of the Association for monies paid to them on account of the Association; to issue receipts where deemed necessary for all monies paid into the funds of the Association from any source whatsoever; deal with all accounts in connection with the Association; keep such records and books of account so as to clearly show the financial position of the Association, such records and books of account to be available to the Auditors at all times.
- (b) The Treasurer must submit a statement of the receipts and expenditure and also furnish a bank statement at the monthly meeting of the Committee. All accounts for payment must be certified by the Officer responsible for the expenditure, *and must be ratified* by the committee as being passed for payment by the Committee.

(5) Public Officer

- (a) The Public Officer is required to keep the public record of the Association and is appointed by the Committee.
- (b) The Public Officer may be an Office Bearer, Committee Member or any other person regarded as suitable for the position by the Committee.
- (c) The Public Officer is required to notify the Department of Fair Trading (or required government entity) by the prescribed forms in the following circumstances
 - (i) of his or her appointment (within 14 days);
 - (ii) a change in his or her residential address (within 14 days);



Parramatta City Tennis Inc.

- (iii) a change in the Association's objects or constitution (within one month);
- (iv) of the Association's financial affairs (within one month after the AGM);
- (v) a change in the Association's name (within one month).

2) DUTIES OF HONORARY COMMITTEE MEMBERS

- (1) Competition Secretaries – It shall be the duties of these Secretaries to act as secretary to all competitions and functions conducted by their respective sub-committees; to submit to the Committee throughout the year a programme of competition events; to hold all competition entry forms; to receive, record and tabulate all results, and if necessary to receive team entry fees due to the Association and pay into the hands of the Treasurer or his nominee.
- (2) Assistant Secretary – It shall be the duty of the Assistant Secretary to assist the Secretary, Treasurer and Competition Secretaries as required.
- (3) Promotions Officer – It shall be the duty of the Promotions Officer to effect a liaison with the Committee to promote the activities of the Association, to seek sponsorships on behalf of the Association and to promote the Association generally.
- (4) Social Secretary – It shall be the duty of the Social Secretary to organise all social functions conducted by the Association, to submit to the Committee throughout the year a programme of events; to receive any monies due to the Association and pay into the hands of the Treasurer or his nominee.
- (5) Tournament Secretaries -
It shall be the duty of Tournament Secretaries to
 - (a) act as Secretary to all functions conducted by the Tournament Sub-committees,
 - (b) to undertake any other duties as may be delegated to them from time to time by the Committee,
 - (c) to receive subscriptions of money due to the Association and pay into the hands of the Treasurer or his nominee.
- (6) Junior Development Secretary –
It shall be the function of the Junior Development Secretary to



Parramatta City Tennis Inc.

- (a) act as Secretary to all the competitions and functions conducted by the Junior Development Sub-committee,
- (b) to submit to the Committee throughout the year a programme of events,
- (c) to receive subscriptions of money due to the Association and pay same into the hands of the Treasurer or his nominee.