



Roles and Responsibilities – TEAM BRISBANE TENNIS INC

President

Role Summary:

The President is the leader and public representative of the association, responsible for chairing meetings and ensuring the club operates in line with its constitution and values.

- Key Responsibilities:
- Preside as chairperson at management committee and general meetings (Rules 23(9), 35(3)(a)).
- Ensure meetings are conducted in a proper and orderly way (Rule 35(3)(c)).
- Call meetings if the Secretary is unable or unwilling to do so (Rules 25(2), 33(3), 37(4)).
- May be one of the signatories for financial transactions (Rule 43(5)-(6)).
- May make public statements on behalf of the association (Rule 48).
- Provide leadership and guidance to the management and any sub-committees.
- Manage key external relationships of the Club (e.g. QTC, Griffith University)

Secretary

Role Summary:

The Secretary is the chief administrator of the association, responsible for managing records, correspondence, and compliance with statutory obligations.

- Key Responsibilities:
- Must reside in Queensland or within 65km of the border (Rule 15(1)).
- Call meetings and prepare notices in consultation with the President (Rule 17(a)).
- Keep minutes of all meetings (Rules 17(b), 26, 39).
- Maintain the register of members (Rule 17(d), 13).
- Keep copies of all correspondence and documents (Rule 17(c)).
- Notify members of general and special meetings (Rules 33, 37).
- Handle membership applications and appeals (Rules 9, 11, 12).
- Ensure safe custody of books and documents (Rule 45).
- May be a signatory for financial transactions (Rule 43(5)-(6)).
- Manage the relationship of the Club with Queensland Office of Fair Trading



Treasurer

Role Summary:

The Treasurer is the financial steward of the association, responsible for managing funds, preparing financial reports, and ensuring financial accountability.

- Key Responsibilities:
- Oversee all financial transactions and ensure proper record-keeping (Rules 43, 44).
- Ensure preparation of the annual financial statement (Rule 44(1)).
- Ensure preparation of annual, and project specific budgets as required
- Ensure funds are deposited promptly and payments are made appropriately (Rule 43(3)-(4)).
- May be a signatory for payments (Rule 43(5)-(6)).
- Where necessary, maintain a petty cash account and ensure all expenditure is approved or ratified (Rules 43(8)-(9)).
- Ensure income and property are used solely for the association's objects (Rule 44(2)).
- Advise the committee on financial matters and ensure compliance with financial regulations.

Non Executive Committee Member

Role Summary:

Non-Executive Committee Members support the work of the Committee without holding an officer position. Their contribution helps ensure the club runs smoothly and remains inclusive and member-focused.

- Key Responsibilities:
- Attend committee meetings
- Contribute ideas, feedback, and perspectives on club activities, policies, and strategy.
- Assist with decision-making in line with the Rules of Incorporation and club values.
- Volunteer to help with club events, social tennis, or other activities as needed.
- Represent the interests of members by raising suggestions or concerns.
- Support the committee in maintaining a safe, inclusive, and welcoming environment.
- Take on specific short-term tasks or projects if requested by the committee (e.g. helping at tournaments, communications, or community initiatives).
- Expectations:
- Be a current financial member of Team Brisbane Tennis.



Team Brisbane Tennis

- Act in the best interests of the club and in accordance with its Rules of Incorporation.
- Commit to teamwork, inclusivity, and supporting the growth of the club.