



Team Brisbane Tennis Inc – Proposed Committee and Sub-Committee Structure

Organizational Chart

Team Brisbane Tennis Inc is governed by an Executive Committee and supported by three sub-committees:

Executive Committee:

- President
- Secretary
- Treasurer

Non Executive Committee

- Non executive committee member 1
- Non executive committee member 2

Sub-Committees:

- Social Tennis Sub-Committee
- Female Engagement Sub-Committee
- Tournament Sub-Committee

Each sub-committee reports to the Executive Committee and is responsible for specific operational areas of the club.

Committee Onboarding Guide

Executive Committee

Purpose: Provide strategic leadership, governance, and oversight of all club operations and sub-committees.

Members:

- President
- Secretary
- Treasurer

Responsibilities:

- Ensure compliance with the club's constitution and legal obligations.
- Approve budgets, expenditures, and financial reports.
- Oversee sub-committee activities and ensure alignment with club objectives.
- Make decisions on club policy, membership, and public representation.
- Convene and chair general and management committee meetings.
- Maintain records, minutes, and member registers.
- Ensure safe custody of club assets and documents.

Non Executive Committee

Purpose: Help guide and support the committee's work but don't have formal legal or financial duties tied to a specific titled position.

Members

- Non executive committee member 1
- Non executive committee member 2

Responsibilities:

- Attends committee meetings and contributes to discussions and decisions.
- Offers ideas, feedback, and expertise on club projects or policies.
- May help with sub-committees or specific tasks (e.g., events, social media, fundraising, membership, sponsorship).
- Supports the executive team and represents the views of members.
- Acts in the best interests of the club.

Social Tennis Sub-Committee

Purpose: Organize and manage regular social tennis sessions to foster community and participation.

Responsibilities:

- Plan and schedule weekly or monthly social tennis events.
- Coordinate venue bookings, equipment, and refreshments.
- Promote events to members and the public.
- Ensure sessions are inclusive and welcoming.
- Collect feedback and report attendance and engagement to the Executive Committee.
- Maintain a calendar of events and liaise with other sub-committees to avoid conflicts.

Female Engagement Sub-Committee

Purpose: Promote and support female participation in club activities and tennis events.

Responsibilities:

- Develop initiatives to attract and retain female members.
- Organize women-focused tennis sessions, clinics, and social events.
- Collaborate with external organizations to support female engagement.
- Advocate for inclusive practices and facilities.
- Monitor participation trends and report to the Executive Committee.
- Provide input into club policies affecting female members.

Tournament Sub-Committee

Purpose: Plan and execute regular club tournaments to encourage competitive play and community engagement.

Responsibilities:

- Schedule and organize club tournaments (e.g. singles, doubles, mixed).
- Set tournament formats, rules, and entry criteria.
- Manage registrations, draws, and results.
- Coordinate prizes, trophies, and sponsorships.
- Ensure fair play and resolve disputes.
- Promote tournaments and publish results.
- Provide post-event reports to the Executive Committee.