



Flitwick and Ampthill Tennis Club

Clubmark Documentation



Committee Member Role Description

The committee member is an elected member of the management committee and contributes to the discussion and decision making of the committee, to ensure the smooth running of the facility. It is an important role to ensure that a wide spectrum of views are considered when making management decisions on behalf of the club.

What makes a good Committee Member?

- Reliable
- A good communicator
- Willing to take responsibility for tasks needed for the successful running of the club
- Ensure all delegated tasks are actioned
- Dedicated to the success of the club
- Able to voice and hear opinions constructively

Roles and Responsibilities

- A representative at meetings
- Provide advice and opinions on the management of the club
- Carry out tasks as agreed at committee meetings

Estimated Time Commitment

10 Management Committee meetings per annum, 1 AGM, County AGM, other meetings as required.
2 – 3 hours per week throughout the year.

Key Relationships

Coach, Members, Management Committee