

Western Region Tennis Association (W.R.T.A)

Vacancy - Administration Roles

The Organisation

Western Region Tennis Association (WRTA) is a community run association that manages tennis competitions for all affiliated clubs within the western suburbs of Melbourne. The association is responsible for managing, promoting and regulating the game of tennis between its member clubs as defined the Constitutions and By-Laws.

The Roles

The roles have been become vacant with the departing of a long serving volunteer, and the WRTA Executive are now seeking a replacement.

The roles are to provide administrative assistance to the WRTA executive and be the central communication hub between the association committees and the clubs.

Specific Tasks

Association Administration/Secretary:

- Collection of correspondence (email and postal) for the association and present to the association committees,
- Receive and process correspondence from affiliated Clubs,
- Liaise with Tennis Victoria re matters effecting the Association,
- Assist with payment of invoices and banking club fees,
- Co-ordinate and attend Executive committee meetings, taking minutes and providing reports,
- Issue Annual General Meeting correspondence to clubs and all Committee Members.

Website Management:

- Update the WRTA website with news and general information.

Senior Match Administration:

- Advising all Clubs of the need to register teams to compete in the various competitions,
- Attending meetings of the Senior Match Committee,
- Receiving team registrations, ensuring that team registration fees are paid and recorded and working with the Senior Match Committee to allocate teams to the different sections of Competition,
- Creating, managing & distributing Senior Fixtures,
- Advising Clubs of gradings of their various teams,
- Entering of senior match results into the recording system,
- Uploading the ladders to the Website,
- Arranging & distributing details of finals venues,
- Ordering & distributing score cards to Clubs,
- Ordering Pennants & Trophies,
- Arranging for the presentation of Pennants and Trophies

Senior Recorder.

- Create fixtures, record match results thus creating ladders

The candidate

We are looking for one or multiple volunteers to join the WRTA who are community minded and prepared to help with the administration duties to allow the development of tennis within the Western Region.

- The skills required for these roles:
 - General Computer Skills
 - Time to attend meetings and collect / action correspondence

You will be a person that has a strong community spirit and is willing to support the association to support Tennis for the Western Region.

While these positions are volunteer, there are attached to each an honorarium.

For further information on these roles, please contact Paul Fitzgerald on 0417 355 186, or submit your application to paulfitzgerald@optusnet.com.au

All expressions of interests must be into WRTA by Sunday 24 June 2018.

Paul Fitzgerald

President

Western Region Tennis Association