

COMPANIES ACTS 2014

CONSTITUTION OF DONABATE PORTRANE TENNIS CLUB COMPANY LIMITED BY GUARANTEE

Adopted at the AGM on November 21, 2016

MEMORANDUM OF ASSOCIATION

1. The name of the Company is: Donabate Portrane Tennis Club Company Limited by Guarantee.
2. The Company is a company limited by guarantee, registered under part 18 of the Companies Act 2014.
3. The main object for which the Company is established is to promote the development and playing of tennis and the provision of facilities for that purpose.
4. To the extent that the same are essential or ancillary to the promotion of the main object of the company as heretofore set out, the Company may exercise the following powers:
 - a. To solicit and accept grants, donations and any other form of voluntary contributions and to administer, manage and expend such funds or other contributions in furtherance of the objects of the company
 - b. To borrow and raise money in such manner and upon such security as the Company shall think fit
 - c. To purchase, lease or by any other means acquire any real or personal property and to sell, manager or otherwise deal with the same, in any lawful manner.
 - d. To accumulate capital for any purpose of the Company and to appropriate any of the Company's assets to specific purposes, either conditionally or unconditionally save however, that prior permission shall be obtained from the Revenue Commissioners when it is intended to accumulate funds for a period in excess of five years.
 - e. To do all such other things as may be deemed incidental or conducive to the attainment of the above main object.

WINDING UP

5. If upon the winding up or dissolution of the Company there remains after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the company. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main object of the Company. The institution or institutions to which the property is to given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as imposed on the company under or by virtue of Income and Property Clause hereof. Members of the company shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property should be given or transferred to some charitable object. Final accounts will

be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

INCOME AND PROPERTY

6. The income and property of the Company shall be applied solely towards the promotion if its main object as set forth in this Constitution. No portion of the Company's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Company. No Director/Management Committee member shall be appointed to any office of the Company paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Company. However, nothing shall prevent any payment in good faith by the company of:

a) reasonable and proper remuneration to any member or servant of the company (not being a Director) for any services rendered to the Company;

b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by Directors or other members of the Company to the Company;

c) reasonable and proper rent for premises demised and let by any member of the Club (including any Director) to the Company:

d) reasonable and proper out of pocket expenses incurred by any Director/ Management Committee Member in connection with attendance to any matter affecting the Company:

e) fees, remuneration or other benefit in money's worth to any Company of which a Director/ Management Committee Member may be a member holding not more than one hundredth part of the issued capital of such Company.

ADDITIONS, ALTERATIONS OR AMENDMENTS

7. No addition, alteration or amendment shall be made to or in the provisions of this Constitution for the time being in force unless the same shall have been previously approved at a Company's Annual General Meeting or Extraordinary General Meeting.

No addition, alternation or amendment shall be made to the provisions of the main object clause, the income and property clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

KEEPING ACCOUNTS

8. The Club will maintain proper books of account for all activities undertaken under its auspices.

Annual audited accounts shall be kept and made available to the Revenue Commissioners on request.

9. The liability of the members is limited.

10. Every member of the Company undertakes to contribute to the assets of the Company in the event of its being wound up while he is a member or within one year afterwards, for payment of debts and liabilities of the Club contracted before he ceases to be a member and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding One Euro.

WE, the several persons whose name and addresses are subscribed, wish to be formed into a Company in pursuance of this Constitution.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

Names, addresses and description of subscribers	Signatures
Una Walsh 4 Beverton Crescent, Donabate, Co. Dublin Primary Teacher	Una Walsh
Julia Moroney 47 Beaverbrook, Donabate, Co. Dublin Home Carer	Julia Moroney
Hugh O'Loughlin 33 Turvey Drive, Donabate, Co. Dublin Tennis Coach	Hugh O'Loughlin
Catriona Sharkey 3 Somerton, Donabate, Co. Dublin Solicitor	Catriona Sharkey
Terence Moran Bramley, Beaverstown Road, Donabate, Co. Dublin Company Director	Terence Moran
Eilis Moylan 45 Beaverbrook, Donabate, Co. Dublin Home carer	Eilis Moylan
Amanda Bolton Coolgarran, Ballymadrough, Donabate, Co. Dublin Home Carer	Amanda Bolton
Clara La Combre 36 Beaverstown Orchard, Donabate, Co. Dublin Home Carer	Clara La Combre

Dated: 11th February 2014

Signatures in writing of the above subscribers, attested by witnesses as provided for below; or authentication in the manner referred to in Section 888

Witness:
Emer Taylor
The Black Church
St. Mary's Place
Dublin 7

ARTICLES OF ASSOCIATION

Definitions:

“the Act” means the Companies Act, 1963 - 2014.

“the Company” means the Club Donabate Portrane Tennis Club

“the Club” means the club Donabate Portrane Tennis Club

“the Directors” means the Executive Officers of the Management Committee of the Donabate Portrane Tennis Club

“Secretary” means any person appointed to perform the duties of the Secretary of the Company;

“the Seal” means the Common Seal of the Company;

“the office” means the registered office for the time being of the Company.

"he" means he or she

1. The number of members with which the Company proposed to be registered is a minimum of 7, but the governing body may from time to time fix the number of members
2. The Company is fully committed to safeguarding the well-being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in such a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport'.
3. Donabate Portrane Tennis Club is an equal opportunities company. All members, including children should be valued and treated in an equitable and fair manner regardless of age, ability, gender, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their potential alongside other children.
4. All members will have access to the relevant Code of Conduct, the Club's Child Protection Statement, Rules of the Club and the Constitution.
5. Every member shall, as a continuing condition of membership, be bound by the provisions of the constitution of the Company and any amendment thereof, and shall observe all Rules and Regulations, Code of Conduct, Child Protection and other policies made from time to time by the Company in general meeting or by the Management Committee.

ANNUAL SUBSCRIPTIONS

6. The Management Committee shall be entitled from time to time to determine any Annual Subscriptions to be payable by any member of the Company. Such subscriptions shall be payable in advance of the 1st day of July in each year. A person becoming a member of the Club after the 1st day of July in any year may be required by the Club to pay the entire Annual Subscription in respect of that year. In the event that any member shall cease to be a member prior to 1st day of July in any year that member shall not be entitled to any rebate of his Annual Subscription paid for that year.

No member shall be entitled to vote at any meeting of members of the Company if there are monies due and outstanding by such member to the Company.

GENERAL MEETINGS

7. All general meetings of the Company shall be held in the State.
8. The Company shall in each year hold a general meeting as its Annual General Meeting in addition to any other meetings in that year and shall specify the meetings as such in the notices calling it; and not more than 15 months shall elapse between the date of one Annual General Meeting of the Company and that of the next.
9. So long as the Company holds its first Annual General Meeting within 18 months of its incorporation, it need not hold it in the year of its incorporation or in the following year. Subject to Article 7, the Annual General Meeting shall be held at such time and at such place in the State as the Management Committee shall appoint.
10. All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings (EGM).
11. An EGM may be called by the Management Committee or on the request of a group of 15 or more voting members.
12. Requisitions for an EGM must be supplied in writing to the Secretary who will set a meeting date not later than 30 days from the date of receipt of the properly completed requisition.

NOTICE OF GENERAL MEETINGS

13. An Annual General Meeting and a meeting called for by passing of a special resolution shall be called by 14 days notice in writing (by letter or e-mail) at the least.
14. The accidental omission to give notice of a meeting to or the non-receipt of notices of a meeting by any person entitled to receive the notice shall not invalidate the proceeding at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

15. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and the reports of the Directors and Auditors and the election of Directors/Management Committee members in the place of those retiring.
16. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business; save as herein otherwise provided, twenty members present in person shall be a quorum.

17. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved: in any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Directors/Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
18. The Chairperson, if any, of the Management Committee shall preside as chairperson at every general meeting of the Company, or if there is no such chairperson, or if he is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Management Committee Members present shall elect one of their number to be Chairperson of the meeting.
19. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded:
 - (a) by the Chairperson, or
 - (b) by at least three members present
 - (c) by any member or members present in person and representing not less than one-tenth of the total voting rights of all members having the right to vote at the meeting,
 - (d) elections when contested which will be by secret ballot.
20. Where there is an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
21. Any member aged 18 and over shall have one vote.
22. No member shall be entitled to vote at any general meeting of the Company if there are monies due and outstanding by such member to the Company.
23. Minutes of AGMs must be recorded by the Secretary, be agreed by the Management Committee and published on the club website within 30 days of the AGM taking place. Disagreement with the minutes must be notified to the Secretary within 30 days of their publication. In the event of such disagreement, this disagreement will be publicly noted and the appropriate wording of the minutes will be reviewed and ratified at the next subsequent AGM. Such disagreements shall be published on the website within 30 days from the date of receipt of the disagreement.
24. Order of Business – The order of business for the AGM must include:
 - Minutes of prior AGM meeting (and any EGMs held in the previous year) and matters arising;
 - Chairperson's Report, Secretary's Report, Treasurer's Report & Annual Accounts. Where possible, these reports should be posted online at least 7 days prior to the AGM;
 - Election of Management Committee members;
 - Budget & plan for succeeding year
 - Motions from members (if any).

RESIGNATION, CESSATION AND EXPULSION OF MEMBERSHIP

25. (a) A member of any class may by notice in writing to the Secretary of the Company resign his membership of the Club.
- (b) Membership of the Club shall automatically cease on any member's death.
- (c) If any member shall refuse or wilfully neglect to comply with any of articles of this Constitution, Rules, Policies or Regulations of the Club or shall have been guilty of such conduct as in the opinion of the Management Committee either shall have rendered him unfit to remain a member of the Company or shall be injurious to the Club or if the Management Committee shall for any other good reason require that a member shall be expelled such members may by a Resolution of the Management Committee be expelled from membership provided that he shall have been given notice of the intended resolution for his expulsion and shall have been afforded an opportunity of giving orally or in writing to the Management Committee any explanation or defence as he may think fit.

POWERS AND DUTIES OF MANAGEMENT COMMITTEE AND DIRECTORS

26. The business of the Company shall be managed by the Management Committee. Management Committee is collectively responsible for the planning, operation and performance of the Club and exercises operational authority over the Club, within the bounds of this constitution.
27. The Management Committee is responsible for setting annual subscription rates of the Company.
28. Management Committee is responsible for maintaining and setting Rules, Regulations and Policies of the Club.
29. Management Committee will consist of no less than 8 and no more than 14 members. Positions of Chairperson, Secretary and Treasury will be Executive Officers of the Management Committee and Directors of the Company.
30. The Company will have a minimum of three directors.
31. The Management Committee shall comprise of the following elected positions:
1. Chairperson – Executive Officer/ Director
 2. Secretary – Executive Officer/ Director
 3. Treasurer – Executive Officer/ Director
 4. Ladies' Captain
 5. Men's Captain
 6. Child Protection Officer
 7. Junior Coordinator
 8. Club Development Officer
 9. Membership Secretary (optional)
 10. Minutes Secretary (optional)
 11. Public Relations Officer (optional)
 12. Facilities Coordinator and Golf Club Liaison (optional)
 13. Fundraising and Social Coordinator

Roles and Responsibilities of the Management Committee are listed in Appendix I.

32. The Executive Officers of the Management Committee comprise the Board of Directors of the Company and may set up separate meetings to ensure the smooth functioning of the club on a day-to-day basis and review specific issues as appropriate.
33. The Management Committee, during the course of its term, may form and disband ad-hoc sub-committees, delegate tasks and responsibilities to sub-committees and define terms of reference of such sub-committees within the framework defined in this constitution. All such sub-committees are accountable to the Management Committee.
34. Sub committees will be chaired or have representation of respective elected members of the Management Committee.
35. The chair of each management sub-committee shall nominate the membership of such sub-committee, and the Management Committee shall ratify / approve such membership. Each management sub-committee shall be reconstituted and ratified / approved at the outset of each new Management Committee.
36. Minutes of each subcommittee meeting will be documented and shared with the Management Committee in a timely manner.
37. Executive Members of the Management Committee (Chairperson, Secretary, Treasurer) will be considered in-situ members of all subcommittees and will be entitled to attend any subcommittee meetings.
38. No employee of the Club may be a member of the Management Committee. Employment is defined as the paid supply of labour to the Club.
39. Management Committee members, including Executive Officers/Directors, shall not be in receipt of any remuneration from the company directly or indirectly.
40. Subject to compliance with any rules or protocols laid down by the Management Committee, management committee members may be paid all travelling, hotel or other expenses properly incurred by them in attending and returning from the meetings of the Management Committee, any subcommittee established by the Management Committee, general meetings of the Company or otherwise incurred in connection with attending to the business of the Company.
41. No Management Committee member shall use Company property for his or her own use or benefit save however, that de minimis use of Company property may be made by a member of Management Committee for the exclusive purpose of carrying out his duties as a Management Committee Member or Director of the company, when such use is sanctioned at the Management Committee meeting.
42. The Company indemnifies each officer of the Company against any liability incurred in relation to the Company to the extent permitted by section 235 of the Act,
43. The Company may, as the Management Committee may determine from time to time, purchase and maintain Directors and Officers insurance for its officers, on as terms as the Management Committee shall decide

ELECTION OF MANAGEMENT COMMITTEE

44. Election of Management Committee members takes place at the Annual General Meetings
45. Where possible, nominations to membership of the management committee to be recorded on the appropriate nomination form and signed by the proposer, seconder and nominated person should be furnished to the Secretary and published on the club noticeboard in advance of the meeting. All nominations to the management committee must be current fully paid up adult members of the club.
46. Nominations may be accepted from the floor of the AGM.
47. The Management Committee shall have the right to appoint/co-opt temporary committee members (with the exception of the Chairperson) to a vacated position on the resignation etc. of a given committee member. The term of such temporary committee members will extend until the subsequent AGM.

DISQUALIFICATION OF MANAGEMENT COMMITTEE MEMBER

48. The Office of the Management Committee Member/Director shall be vacated if he:
- a) holds any office or place of profit under the Company; or
 - b) is adjudged bankrupt in the State or in Northern Ireland or Great Britain or makes any arrangement or composition with his creditors generally; or
 - c) becomes prohibited from being a Director of a company by reason of any order as specified in the Act; or
 - d) becomes of unsound mind; or
 - e) resigns his office by notice in writing to the Club; or
 - f) is convicted of an indictable offence unless the Management Committee otherwise determine; or
 - g) is directly or indirectly interested in any contract with the Club and fails to declare the nature of his interest in manner required by the Act.

VOTING ON CONTRACTS

49. An Executive Committee Member may not vote in respect of any contract in which he is interested or any matter arising thereout.

ROTATION OF DIRECTORS

50. Terms of office are for one year in the case of all members of the Management Committee. The maximum consecutive term which any Management Committee member may serve is four years regardless whether they were Executive officer roles or other positions on the management committee. Where not enough nominations are received to fill in all required positions on the Management committee, a member who already served four consecutive years on Management committee will be allowed to go forward for further re-election if voted so at a general meeting.

51. A retiring Management Committee members shall be eligible for re-election, unless they served four consecutive years on the Management Committee.
52. Members are eligible for election again after sitting out a year of the Management Committee.
53. The Club may from time to time by ordinary resolution increase or reduce the number of Management Committee, and may also determine in what rotation the increased or reduced number is to go out of office.
54. The Executive Committee shall have power at any time, and from time to time, to appoint any person to be a Management Committee Member either to fill a casual vacancy or as an addition to the existing Management Committee Members, but so that the total number of Management Committee Members shall not at any time exceed the number fixed in accordance with these constitution. Any Management Committee Member so appointed shall hold office only until the next Annual General Meeting and shall then be eligible for re-election.
55. The Club may by ordinary resolution of which extended notice given in accordance with the Act remove any Management Committee Member before the expiration of his period of office, notwithstanding anything in these Articles or in any agreement between the Club and such Management Committee Member. Such removal shall be without prejudice to any claim such Management Committee Member may have for damages for breach of any contract of service between him and the Club.

PROCEEDINGS OF MANAGEMENT COMMITTEE

56. The Management Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. Where there is any equality of votes, the Chairperson shall have a second or casting vote. A Management Committee Member may, and the Secretary on the requisition of an Management Committee Member shall, at any time summon a meeting of The Management Committee.
57. The Chairperson shall chair all meetings. In the absence of the Chairperson, Secretary or Treasurer shall chair the meeting.
58. The quorum for a valid Management Committee meeting shall be 50% of the Committee.
59. All meetings of a Management Committee shall be minuted and all attendees and absences noted. All minutes must record the key decisions of the Committee. Minutes should be circulated to all Management Committee members in a timely manner after the meeting. Minutes of previous meeting shall be approved by means of initial and secondary nomination.
60. Outsiders, employees and service providers may be invited to attend relevant portions of a Management Committee meeting. They may not however, participate in any decision making on a given issue. Their attendance and nature of participation shall be agreed by the majority and minuted.
61. A resolution in writing (physically or electronically), signed by all the Management Committee Members for the time being entitled to receive notice of a meeting of

The Management Committee, shall be as valid as if it had been passed at a meeting of The Management Committee duly convened and held.

RULES, POLICIES AND REGULATIONS

62. The Management Committee have the right to set, amend or repeal Club Rules, Policies and Regulations for the orderly operation of the Club and its facilities. Rules, Policies and Regulations are a framework by which processes, decisions and other aspects of the functioning of the Club operate in an effective manner and are explicitly identified / transparent to the membership. They also provide for continuity of applicability of matters between one Management Committee and succeeding ones.
63. Rules, Policies and Regulations must be passed at Management Committee meetings and published and available to members in the Club's office and on the Club's website or other communication mechanism as appropriate. All Rules, Policies and Regulations shall be binding upon the members.
64. Rules, Policies and Regulations remain in force until revoked / repealed or unless a specific expiry date is specified. Apart from the Management Committee, Rules, Policies and Regulations may be revoked / repealed by resolution at a General Meeting of the club.

THE SEAL

65. The seal shall be used only by the authority of Executive Officers of the Management Committee or and every instrument to which the seal shall be affixed shall be signed by an Executive Officer of the Management Committee and shall be countersigned by the Secretary or by a second Executive Committee Member.

NOTICES

66. A notice may be given by the Club to any member either personally or by sending it by email or post to him to his registered address. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been affected in the case of the notice of a meeting at the expiration of 24 hours after the letter containing the same is posted, and in any other case at which the letter would be delivered in the ordinary course of post.

Appendix I – Management Committee Roles and Responsibilities

Role	Responsibilities
Chairperson	<ul style="list-style-type: none"> • Chairperson is an Executive Officer of the Management Committee and a Director of the Company. • Chairs all management committee meetings, AGMs and EGMs, represents the club externally, both within the local community and to the wider tennis community, and personally directs any representatives of the Club in tennis based organisations (such as Tennis Ireland, Leinster tennis or DLTC). He / she is also responsible for the long term development of the Club.
Secretary	<ul style="list-style-type: none"> • Secretary is an Executive Officer of the Management Committee and a Director/Company Secretary of the Company. • Prepares the agenda for all management committee meetings, AGMs and EGMs. He /she is responsible for all legal, regulatory and insurance aspects of the Club, for handling the correspondence of the Club, for managing the Club's office and for receiving and managing complaints etc. from whatever source. • Is responsible for maintaining Constitution, Rules of the Club and Policies of the Club.
Treasurer	<ul style="list-style-type: none"> • Treasurer is an Executive Officer of the Management Committee and a Director of the Company. • Is responsible for the management of the financial assets and financial transactions of the Club, its financial deposits, and its bank and financial accounts. • Is also responsible for producing the annual and long term budget for the Club.
Ladies' Captain	<ul style="list-style-type: none"> • Is responsible for organising and running ladies tennis in the Club. This includes organising the various ladies teams that compete with other clubs, the ladies respective championships within the club and any tournaments that involve external clubs involvement. • The ladies captain also takes responsibility for organising mixed tennis in the Club.
Men's Captain	<ul style="list-style-type: none"> • Is responsible for organising and running men's tennis in the Club. This includes organising the various men's teams that compete with other clubs, the men's respective championships within the club and any tournaments that involve external clubs involvement.
Public Relations Officer/Marketing Coordinator	<ul style="list-style-type: none"> • Is responsible for press, media and public relations and promotion of a positive image of the club. Responsible for provision of information on the work and activities of the Club via media, newsletters, website, etc. Responsible for marketing campaigns and all marketing materials.
<ul style="list-style-type: none"> • Child Protection Officer 	<ul style="list-style-type: none"> • Is responsible for creating and maintaining child protection policy in the club. • Ensures that the children have a voice in the club • Ensures that there are steps young people can take to express concerns about their sports activities/experiences • Influences policy and practice within the club in order to prioritise children's needs • Ensures that children know how to make concerns known to appropriate adults or agencies • Is responsible for ensuring all members/volunteers complete required child protection courses/Garda vetting.

Junior Coordinator	<ul style="list-style-type: none"> • Is responsible for organising and running junior tennis in the Club. This includes organising social events, coaching, skill awards and fun competition in the red orange and green courts. • Organises various junior teams that compete with other clubs, the junior championship within the club and any tournaments that involve external clubs involvement. • Junior Coordinator works with Head Coach to ensure junior coaching, including camps meets the club's financial and members' developmental requirements. • Responsible for recruiting suitable volunteers to Junior Committee to assist with the annual calendar of activities. • Works closely with the Clubs Children's Officers to ensure that best practice in child protection is adhered to.
Club Development Coordinator	<ul style="list-style-type: none"> • Is responsible for designing, planning, scheduling and supervising the coaching and playing programme for junior and senior club members. • Works closely with both coaches and relevant committees to ensure that all playing and coaching programmes are delivered effectively. • Monitors activity at the club, in order to plan for further development of the programmes • Assist in hiring on-court staff • Plans, designs and schedules all on-court programmes • Manages and monitors the implementation of programmes • Develops programmes year on year • Attracts new members and improves the experience and satisfaction of existing members • Ensures the full use of the clubs facilities • Ensures that all coaches and volunteers in on-court programmes are working on the same principles. • Responsible for creating and maintaining Club Development Plan
Facilities Coordinator and Golf Club Liaison	<ul style="list-style-type: none"> • Is responsible for developing and maintaining facilities of the Club. • He/she manages the external contracts for equipment, goods and services. • He/she also acts as the Health and Safety Officer and is responsible for same in the Club. • Works with the Golf Club on facilities maintenance and any other integration/coordination issues.
Minutes Secretary	<ul style="list-style-type: none"> • Is responsible for documenting and distributing notes of all meetings
Membership Secretary	<ul style="list-style-type: none"> • Is responsible for managing all processes in relation to the membership of the Club, including member registration and renewals, the waiting list and liaising with the golf club office on members' registration and renewals. • Is responsible for approving access to court booking system. • Is responsible for creating and maintaining Membership Procedure, Membership Database, Membership Application Forms and Children's Registration form.
Fundraising and Social Coordinator	<ul style="list-style-type: none"> • Is responsible for putting together fundraising plan and organising fundraising events • Is responsible for organising and running the social activities of the Club. This includes social tennis tournaments, support to organised tournaments, and dedicated social functions.