



Officer Role Descriptions

Chairperson

1. To oversee the overall day-to-day management of the club by the Management Committee
2. To sit on the Management Committee, attend and chair meetings
3. To ensure the aims and objectives of the club are met
4. To maintain an open, equitable and inclusive environment
5. To represent the club at relevant times

Club Secretary

1. To act as the first point of contact for the club
2. To ensure there is a straightforward and efficient network of communication in place for existing and new members
3. To maintain a database of committee members, club members, guest players and external contacts
4. To affiliate all club members with Badminton England and Badminton Kent
5. To enter club teams and players into competitions / events as agreed by the Management Committee

Treasurer

1. To maintain and monitor the financial records
2. To produce the end of year accounts and draft budget for the forthcoming year
3. Monitor shuttle levels and order accordingly with other committee members
4. To ensure hall bookings and invoices tally with usage, and cancel nights as required
5. To ensure prompt collection and payment of all invoices and fees
6. To account for affiliation fees received from club members



Other Non-Officer Optional Roles

Fixture Secretary

1. To attend the relevant fixtures meeting and ensure all team matches are arranged with opponents
2. To work in partnership with the leagues and other club match secretaries to ensure the club has a working fixture list
3. To advise club members and league secretaries of any subsequent changes

Social Secretary

1. To organise events to bring club members together in a social setting to enhance relationships in the club
2. To liaise with club members to find out the type of social events they would like to participate in

Team Captains

1. To be the first point of contact for changes to league fixtures
2. To organise a team for each league fixture, giving players plenty of notice that they are required to play
3. To collect match fees from players and forward on to the Treasurer
4. To submit match cards for home matches to the Tunbridge Wells Badminton League within 48 hours of a match being played
5. Retain copies of match cards for all fixtures until the end of the season, in case a score dispute arises
6. For home matches: welcome the opposition, advise them of any rule changes (e.g. obstructions), ensure swift and continuous play to avoid running out of court time