

# Lansdown Committee Nominations

Here are some notes to assist you in considering if you want to put yourself forward for committee (or to nominate someone).

## **Chair**

Leads overall club direction and development for members' benefit. Sets objectives for and monitors performance of the General Manager in the running of the club, and of the committee members. Is the escalation point for all matters that the General Manager requires assistance with.

## **Vice-Chair**

Deputises for the Chair, and assists Chair. May take on some of the specific activities listed below where help is requested.

## **Treasurer**

Works with the accountant and General Manager and is accountable for all money aspects of the club (budgets and monitoring of progress against budget, subscriptions, capital provision, banking, payroll, sinking funds management grants). And reporting obligations to HMRC.

## **Tennis Secretary**

Responsible for all aspects of the delivery of tennis services at the club's facilities. Has a sub-committee supporting him/her in this role and in working with tennis coaching.

## **Squash Secretary**

Responsible for all aspects of the delivery of squash/racketball services at the club's facilities. Has a sub-committee supporting him/her in this role and in working with squash coaching.

## **Croquet Secretary**

Responsible for all aspects of the delivery of croquet services at the club's facilities. Has a sub-committee supporting him/her in this role.

## **Facilities and Fabric**

Deals with the upkeep of the clubhouse, grounds, gardens and facilities. Involved in planning, specification, budgeting, implementation of all aspects of maintenance and improvements and works closely with the General Manager.

## **Committee Member (x4)**

These four committee members may be asked to contribute in any of the following respects:- if you have skills, experience, aptitude or desire to assist in any of these areas please consider offering your help:

### Marketing and communications

External promotion of Lansdown, via traditional and new social media means (anyone with great Twitter, TikTok, FB, Insta skills out there to help??), web-site updating and maintenance, as well as internal communications about what's going on and available for members. This could well be an aspect that could have more than one person helping with.

### Members' representative

A focal point for members' interests. To help new people integrate into the club. To be a face for all concerns and questions, to represent views to committee. Someone is needed for juniors and adults, could be two different people.

### Future development

Someone to lead on consideration of improvements, e.g. clubhouse improvements? addition of a gym? addition of padel courts? of floodlight courts? swimming pool?

### Social

To be a focal point for all volunteers, and to help volunteers to contribute where they can add value. To lead on the provision of social events and activities for all members, e.g. quiz nights, music nights, charity events, BBQ, sports social events and any/all activities that provide opportunity for members to come together and benefit from club facilities with each other. Liaises closely with the Catering Manager.

### Governance and compliance

Helping to articulate, keep up to date and publish/promote club rules, policies and procedures, and to deal with issues that arise. Oversee/manage the Tennis and Squash coaching contracts, lead in AGM/EGM preparation and delivery?

This is not exhaustive, and you don't have to be on the main committee to contribute! We would welcome someone with Company Secretarial experience to help us improve our management procedures, performance indicators and risk management for the club overall. All volunteers would be helping to reduce the time the General Manager spends doing these things and would free up his time for other more strategic matters. For example, a significant amount of time is spent on new member acquisition and introduction - is there someone who would take on the whole process of renewals, retention and new subscriptions?

Please, if you'd like to be a part of growing the club, step up and let us know where you can contribute!