



## **POSITION OF TSA SECRETARY, 2012**

I will not be continuing as Secretary in 2012 and, therefore, will not be standing for election.

The secretary works with the executive and the position includes the following:

- To regularly read and answer emails and other correspondence;
- To inform members of the executive of issues;
- To keep members abreast of general information;
- To construct agendas and to record minutes of all meetings;
- To disseminate information to appropriate persons;
- To complete tasks as a result of decisions at meetings;
- To communicate with and organize members of overseas representative teams;
- To liaise with representatives from Tennis Australia, the ITF and with office-bearers of Divisions;
- To collect and summarise opinions and responses for the understanding of others

Skills in electronic communication and office management are essential.

Any members interested in the position may call me on 03 9870 5924 or email [thancy@netspace.net.au](mailto:thancy@netspace.net.au) for further enquiry about the position.

Tom Hancy  
April 24<sup>th</sup>, 2011