Role Description – Women's Match Secretary's Assistant

Purpose of the Role

- To assist the Women's Match Secretary by identifying payments made for match fees and entering this information in the Online Match System

Appointment

- Appointed by Board to serve for a three-year period
- May be reappointed

Key Contacts

- Women's Match Secretary

Responsibilities

- Check Women's Match bank account for payments of players' match fees and visitors' fees
- Identify matches that fees apply to and update Online Match System to show fees paid
- Generate reminders for unpaid match fees via the Online Match System

Time Required

- Unquantifiable time identifying payments made for match fees and entering this information in the Online Match System

Skills and Attributes Required

- Well organised
- Excellent attention to detail and accuracy