

TSA Secretary – Expressions of Interest

Tennis Seniors Australia (TSA) is calling for expressions of interest to fill the vacant position of Secretary on the Association's Executive Committee. The Secretary position is a key one on the Executive, ensuring the effective administration of the organisation with duties involving the convening and recording of meetings, maintaining records, correspondence and other duties supporting TSA's activities and responsibilities. TSA is keen to attract applicants with strong computer literacy and skills. A nominal allowance may be paid, depending on the extent of duties agreed.

Interested applicants must complete a Form (attached), certifying that they are a Member of a Divisional Member of TSA. The nomination form must be seconded by another Member.

Applicants may wish to provide additional information, but please keep this to one side of A4 paper.

Expressions of Interest Forms and any supporting documents must be received by TSA via email to tenniseniorsaustralia@gmail.com by COB Friday 11th March 2022.

Enquiries about the position should be made via email to the above address.