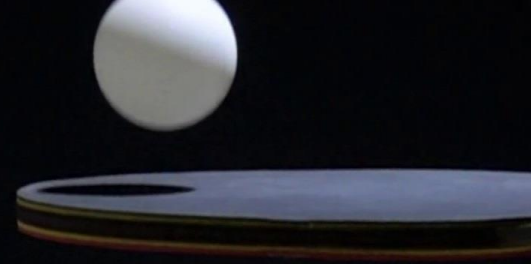




HANDBOOK

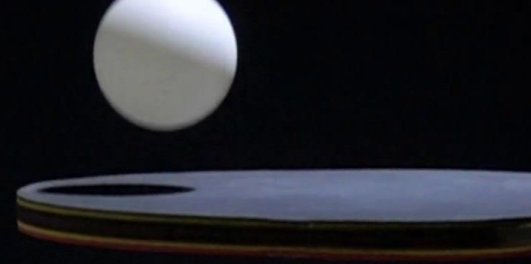
Dive into the Club Office and Committees Handbook — an essential compass for club officers and committee members. Uncover the keys to successful leadership, effective communication, and seamless club operations. From Chairperson to Treasurer, each role's significance resonates in shaping member experiences. Beyond reference, this handbook embodies sportsmanship, camaraderie, and personal growth. Embrace your roles with zeal, creativity, and collaboration, propelling our dynamic club forward. As stewards of this living guide, your input ensures its enduring relevance. Your dedication fuels the vibrant, inclusive Table Tennis community we're shaping together.

Office and Committees

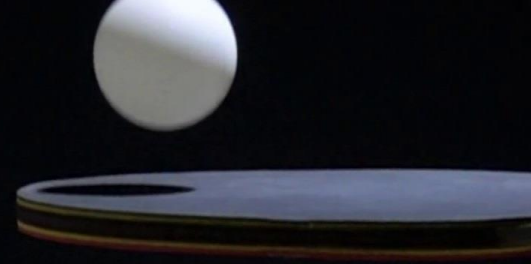


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Introduction

Welcome to the Gauteng T² Table Tennis Club Officers Handbook. This document is designed to serve as a comprehensive guide for all club officers and committee members, outlining the expectations, responsibilities, and best practices that contribute to the successful and harmonious operation of our club.

As a club dedicated to fostering a vibrant table tennis community, we believe that effective leadership and clear communication are essential. This handbook aims to provide you with a solid foundation, ensuring that your role as a club officer, or committee member, is fulfilling and impactful.

Within these pages, you will find a detailed overview of the various positions within the club, along with specific duties and functions associated with each role. From the Chairperson to the Secretary, from Deputy Chairperson to Treasurer, each officer's role is pivotal in shaping the experiences of our members and ensuring the smooth functioning of our club.

This handbook is not only a reference tool but also a source of inspiration. It is a reflection of our collective commitment to upholding the values of sportsmanship, community engagement, and personal growth. As officers, you are entrusted with the responsibility of nurturing an environment where our members can thrive, develop their skills, and create lasting memories. As committee members, you have volunteered yourselves in service and form an essential part of not only lightening the load of officers, but also pave the way of developing and transitioning into officers some day.

We encourage you to approach your roles with dedication, creativity, and a collaborative spirit. Your efforts will contribute to the growth of our club and the positive impact it has on the lives of our members.

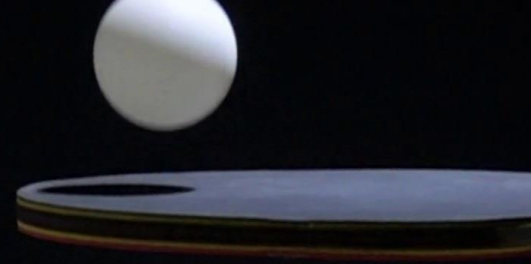
Please remember that this handbook is a living document, subject to updates and enhancements as our club evolves. Your feedback and insights are valuable in ensuring that the handbook remains relevant and effective.

Thank you for your dedication to Gauteng T² Table Tennis Club. Together, let's continue to build a vibrant and inclusive table tennis community.

Best regards,

Mohamed Mansoor

Founder and Elected Chairperson 2023 - Gauteng T² Table Tennis Club



Expectations from Club Officers

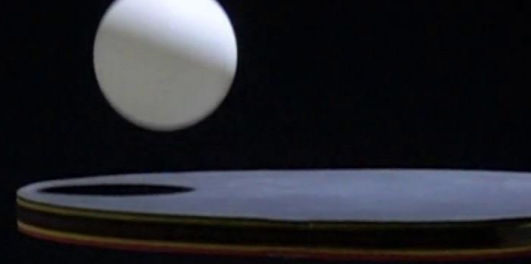
As members of the Gauteng T² Table Tennis Club's leadership team, both officers and committee members are integral to the club's success.

By embracing these expectations, you contribute to the overall success and development of the Gauteng T² Table Tennis Club. Your dedication and enthusiasm make a significant impact on our club community.

Your commitment to the following general expectations ensures a harmonious and effective club environment:

1. Uphold Club Values:

- a. Embrace and champion the mission, values, and objectives of T² Table Tennis Club.
- b. Act as role models for all club members, demonstrating unwavering commitment, sportsmanship, loyalty, respect and ethical conduct.
- c. Promote transparency and accountability in club operations, aligning with our objective of providing an inclusive and respectful environment.
- d. Foster an environment that enhances sportsmanship, responsibility, and cooperation among club members.
- e. Demonstrate a commitment to fair play, integrity, and ethical behavior in all club-related activities.
- f. Actively participate in club meetings, events, and activities, setting an example for other members to follow.
- g. Collaborate with fellow officers and committee members to ensure the smooth functioning of the club and the achievement of its objectives.
- h. Uphold the spirit of fair competition, cooperation, and respect in all interactions with club members and the wider community.
- i. Contribute to the growth and development of T² Table Tennis Club by actively promoting and marketing the sport of table tennis (and our club) within our area of influence.
- j. Continuously seek opportunities to enhance the club's offerings and experiences for its members, aligning with our commitment to provide athletic and recreational activities.
- k. Make decisions that prioritize the best interests of the club and its members, upholding our commitment to operate in a non-profit manner with an altruistic or philanthropic intent.
- l. Serve as ambassadors of the club, supporting its initiatives and representing T² Table Tennis Club with pride and professionalism.
- m. Adhere to the highest standards of ethical behavior, refraining from engaging in collusion, plotting to undermine leadership, or any activities aimed at disrupting the harmonious functioning of the club.
- n. Respect the established leadership, founders and processes, fostering an environment of trust, respect, and unity among all members.
- o. Understand that concerns or disagreements should be expressed constructively and through appropriate channels to uphold the club's values and objectives.

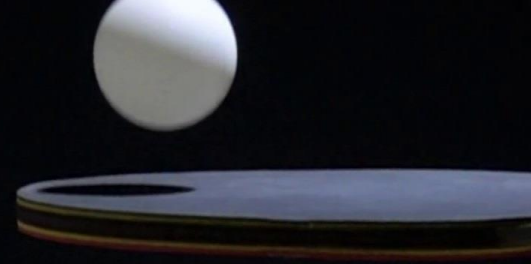


2. Professionalism:

- a. Demonstrate unwavering dedication and professionalism in carrying out your assigned duties and responsibilities.
- b. Uphold a high standard of conduct and ethical behavior in all interactions, reflecting the values and image of T² Table Tennis Club, and Club Officers.
- c. Maintain open and transparent communication with fellow officers and committee members, fostering a collaborative and supportive environment.
- d. Work together with your colleagues to achieve shared objectives and promote a unified approach to club management.
- e. Display a proactive and solution-oriented attitude, contributing your skills and expertise to the overall success of the club.
- f. Approach challenges with a positive and constructive mindset, actively seeking resolutions that benefit the club and its members.
- g. Prioritize open and respectful communication among officers and committee members, especially in public settings.
- h. Avoid contradicting or countermanding fellow officers or committee members in a public forum without first engaging in private discussion.
- i. If disagreements arise, make a concerted effort to address them privately before presenting a unified front in public.
- j. Foster a culture of collaboration and consensus-building, recognizing that differing viewpoints contribute to a well-rounded decision-making process.
- k. Demonstrate patience and understanding when faced with differing opinions, valuing the diversity of perspectives within the leadership team.
- l. Strive to present a united and cohesive front to club members, promoting a sense of stability and trust in the club's leadership.
- m. Respectfully address any differences in opinion during private discussions, aiming to find common ground and a shared approach.
- n. Uphold the principle that open disagreements among officers in public settings can undermine the club's credibility and cohesion.
- o. Cultivate an environment where officers feel comfortable voicing their concerns privately and working together to find solutions.
- p. Embrace the notion that unified decisions, even if reached through compromise, contribute to the overall effectiveness and harmony of the club's leadership.
- q. Lead by example in demonstrating punctuality, preparedness, and a commitment to excellence in all club-related activities.
- r. Continuously seek opportunities for personal and professional growth, enhancing your skills and knowledge to better serve the club.
- s. Embrace a sense of responsibility for the club's success, taking ownership of your role and collaborating with others to achieve common goals.

3. Effective Communication:

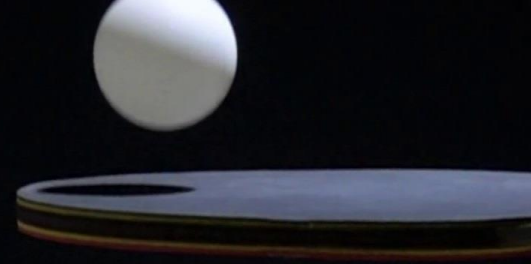
- a. Cultivate a culture of open and transparent communication within the leadership team, valuing the free exchange of ideas and information.
- b. Regularly share relevant updates, reports, and feedback with fellow officers and committee members in a timely manner.
- c. Prioritize effective communication channels, utilizing both digital platforms and in-person discussions as appropriate.



- d. Actively listen to the perspectives and insights of fellow officers, encouraging an environment where everyone's voice is heard and valued.
- e. Collaborate to ensure that crucial information is disseminated accurately and comprehensively to all relevant parties.
- f. Embrace proactive communication, addressing potential issues and concerns before they escalate into larger problems.
- g. Recognize that clear and consistent communication fosters understanding, minimizes misunderstandings, and enhances overall efficiency.
- h. Strive to keep fellow officers informed about ongoing projects, initiatives, and developments, promoting a unified approach to decision-making.
- i. Share constructive feedback and suggestions in a respectful and considerate manner, contributing to the continuous improvement of the club's operations.
- j. Emphasize the importance of approachability and availability, making it easy for fellow officers to reach out for discussions and clarifications.
- k. Respect the confidentiality of discussions that occur during private officer meetings. Understand that these discussions are intended to facilitate open and candid conversations among the leadership team, and disclosing such discussions without proper authorization can undermine trust and hinder effective decision-making.
- l. Refrain from sharing sensitive or confidential information discussed during private meetings with individuals who are not part of the leadership team, unless such disclosure has been agreed upon by the majority of officers present in the meeting.
- m. Recognize that maintaining the privacy of these discussions is essential for fostering an environment where officers feel comfortable sharing their opinions and concerns openly. Unauthorized disclosure can discourage honest communication and hinder the club's ability to address challenges effectively.
- n. In cases where it is deemed necessary to share information discussed in private officer meetings with external parties, seek the agreement and consensus of fellow officers before proceeding. This should be done in a way that respects the confidentiality of the discussions and protects the club's best interests.
- o. Understand that effective communication is the cornerstone of a well-functioning leadership team, contributing to the success and growth of the club.

4. Adherence to Club Rules:

- a. Demonstrate unwavering commitment to following the rules, regulations, and guidelines specified in the club's constitution and by-laws.
- b. Lead by example in upholding the club's established code of conduct and ethical standards at all times.
- c. Familiarize yourself with the club's governing documents, ensuring a thorough understanding of the principles and expectations they outline.
- d. Encourage fellow officers and committee members to similarly prioritize adherence to the club's rules and regulations.
- e. Embrace the responsibility of enforcing the club's guidelines when necessary, maintaining fairness and consistency in your approach.
- f. Recognize that adherence to club rules fosters a respectful and harmonious environment for all members and stakeholders.
- g. Address any potential conflicts or violations of rules promptly and professionally, in alignment with the club's established procedures.



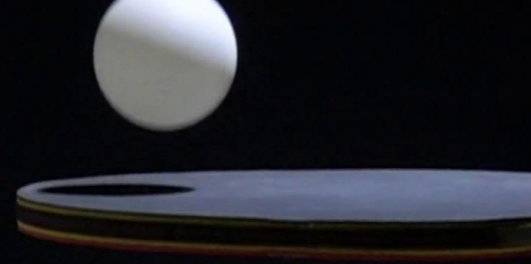
- h. Set a positive example for the club's members by consistently embodying the values and principles upheld by the organization.
- i. Understand that your commitment to adhering to club rules serves as an essential foundation for maintaining the club's reputation and integrity.
- j. Avoid extending unfair favoritism or selective privilege to any individual or group within the club, ensuring equal treatment and opportunities for all members.

5. Teamwork and Collaboration:

- a. Embrace a collaborative mindset, actively participating in team discussions and initiatives to effectively plan and execute club activities.
- b. Recognize the value of teamwork in achieving club objectives and contribute your unique insights and skills to collective decision-making.
- c. Foster a supportive atmosphere within the leadership team, offering assistance and guidance to fellow officers and committee members when needed.
- d. Engage in open dialogue, sharing ideas, feedback, and suggestions to enhance the quality of club events and initiatives.
- e. Collaborate with others to leverage individual strengths and create synergistic outcomes that benefit the entire club community.
- f. Demonstrate a willingness to adapt and compromise, understanding that a united effort is essential for achieving common goals.
- g. Respect diverse perspectives within the leadership team, valuing each member's input and encouraging a culture of inclusivity.
- h. Lead by example in your interactions, showing respect and consideration for the contributions and viewpoints of others.
- i. Celebrate shared successes and acknowledge the collective effort that goes into making club activities successful.
- j. Understand that effective teamwork and collaboration form the foundation of a vibrant and successful club, fostering a sense of camaraderie and accomplishment among all members.

6. Attendance and Participation:

- a. Prioritize attendance at scheduled meetings, events, and activities relevant to your role, demonstrating your commitment to fulfilling your responsibilities.
- b. Engage actively in discussions during meetings, offering valuable insights and perspectives that contribute to informed decision-making.
- c. Prepare for meetings by reviewing agendas and relevant materials, ensuring you are well-informed and ready to actively participate.
- d. Contribute constructively to brainstorming sessions, problem-solving discussions, and planning efforts, leveraging your expertise to enhance the quality of outcomes.
- e. Recognize that your active participation is instrumental in shaping the direction and success of club initiatives.
- f. Share your opinions and suggestions openly, fostering an environment where diverse viewpoints are welcomed and encouraged.
- g. Take on tasks or responsibilities as needed, demonstrating your willingness to go beyond attendance and actively contribute to the club's progress.
- h. Communicate in advance if you are unable to attend a meeting or event, allowing for proper planning and ensuring that your absence is noted.



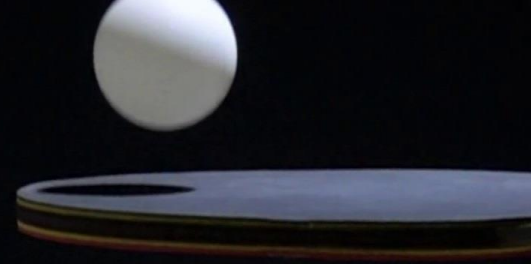
- i. Understand that consistent attendance and meaningful participation are essential to maintaining the club's momentum and achieving its goals.
- j. Embrace your role as a crucial contributor to the collective efforts of the leadership team, recognizing that your involvement directly impacts the club's overall success.

7. Positive Representation:

- a. Reflect the club's values, mission, and objectives in your conduct, both within the club and in external interactions.
- b. Present yourself as a positive and enthusiastic ambassador of the club, fostering a welcoming and inclusive atmosphere for all members and stakeholders.
- c. Uphold the club's image and reputation by adhering to ethical standards and demonstrating professionalism in all your actions.
- d. Engage in respectful and courteous communication with fellow club members, officials, partners, and the broader community.
- e. Demonstrate a genuine interest in promoting the club's achievements, activities, and initiatives, inspiring pride and enthusiasm among members.
- f. Recognize that your interactions and behavior reflect not only on yourself but on the entire club, reinforcing the importance of consistently positive representation.
- g. Be mindful of your online presence, ensuring that your social media and digital interactions do not contradict with the club's values and principles.
- h. Engage in constructive discussions and promote unity within the club, avoiding behaviors that could tarnish the club's reputation.
- i. Support fellow officers and members in maintaining a welcoming and harmonious environment, where everyone feels respected and valued.
- j. Act as a role model for sportsmanship, fair play, and camaraderie, both on and off the table.
- k. Strive to leave a lasting, positive impression on others through your interactions and contributions, reinforcing the club's commitment to excellence and respect.
- l. Demonstrate ethical behavior in all interactions and engagements, both within the club and externally, reflecting the values and image of the club.
- m. Avoid engaging in activities that could undermine the club's unity, reputation, or harmony, including any attempts to manipulate club processes or create discord.
- n. Uphold the club's values of trust, professionalism, and collaboration, ensuring that your actions align with the best interests of the club, its purpose, its objectives and its members.

8. Accountability:

- a. Take ownership of your assigned responsibilities and tasks, ensuring that they are carried out diligently and within the specified timeframe.
- b. Prioritize your commitments to the club, demonstrating your dedication and reliability to fellow officers and members.
- c. Communicate openly with fellow officers about your workload, progress, and any challenges you may encounter along the way.
- d. Recognize when you need assistance and actively seek help from relevant team members or committee members to overcome obstacles.
- e. Maintain transparency regarding your work status, providing updates on the progress of your tasks and projects to ensure alignment within the team.



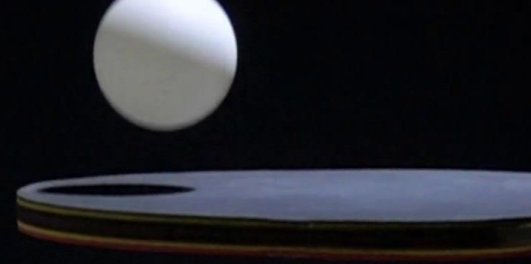
- f. Strive to meet deadlines and deliverables consistently, contributing to the smooth functioning of the club's operations.
- g. Display a proactive approach to problem-solving, taking the initiative to address issues that may impact your ability to fulfill your responsibilities.
- h. Be responsive to inquiries, requests, and communications from fellow officers and members, fostering a culture of effective collaboration and communication.
- i. Acknowledge and learn from any mistakes or setbacks, demonstrating a commitment to personal growth and improvement.
- j. Collaborate with fellow officers to develop strategies for continuous improvement and increased accountability across the club.
- k. Present report(s) to the members either quarterly or at least annually at the Club AGM, providing a clear overview of your office's contributions, analysis, statistics, projection and planning.
- l. Through your actions, exemplify a strong sense of responsibility and dedication, inspiring fellow officers and members to uphold similar standards of accountability.

9. Continuous Improvement:

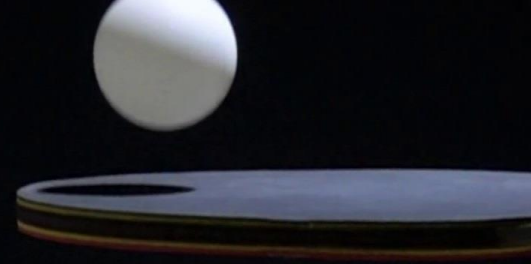
- a. Embrace a proactive mindset focused on enhancing the overall functionality and experience of the club for all members.
- b. Regularly assess club operations, services, and activities, identifying areas that can be improved to better meet the needs and expectations of members.
- c. Collaborate with fellow officers to brainstorm innovative ideas and strategies that can elevate the quality of club offerings.
- d. Demonstrate a willingness to learn and grow within your role by seeking out relevant resources, training, and development opportunities.
- e. Engage in open discussions with fellow officers about potential improvements and changes, fostering an environment of constructive feedback.
- f. Implement changes based on constructive feedback, data analysis, and best practices to enhance club services and operations.
- g. Continuously evaluate member feedback and suggestions, using this information to inform decisions that positively impact the club's direction.
- h. Be receptive to new ideas and approaches, demonstrating flexibility in adapting to changing circumstances and member needs.
- i. Set personal goals for your role and actively work towards achieving them, using measurable metrics to track progress and success.
- j. Share your knowledge and insights with fellow officers, contributing to a culture of shared learning and growth within the leadership team.
- k. Stay informed about emerging trends, technologies, and best practices relevant to the club's operations, incorporating relevant concepts into your role.
- l. Embody a commitment to ongoing improvement through your actions and decisions, inspiring fellow officers to engage in similar efforts toward progress and innovation.

10. Support and Encouragement:

- a. Display a genuine interest in the well-being and success of club officers, committee members, and members offering assistance and encouragement whenever possible.



- b. Be approachable and attentive to the needs and concerns of fellow club members, fostering an environment where individuals feel comfortable seeking guidance and support.
- c. Extend a helping hand to fellow officers and committee members, contributing to a collaborative atmosphere that encourages collective growth and achievement.
- d. Actively engage in conversations and interactions that uplift and motivate club members and colleagues, demonstrating empathy and understanding.
- e. Cultivate a sense of camaraderie and unity within the club by celebrating each other's achievements and milestones.
- f. Play an active role in creating a welcoming and inclusive club environment that values diversity and promotes a sense of belonging for all members.
- g. Lead by example in terms of supporting and encouraging others, demonstrating a positive attitude and a willingness to lend assistance whenever needed.
- h. Provide constructive feedback and guidance to fellow officers and committee members, offering suggestions for improvement in a respectful and encouraging manner.
- i. Be a source of inspiration and positivity in all your interactions, contributing to a club culture that values mutual respect and camaraderie.
- j. Participate in initiatives and activities that promote collaboration and teamwork, contributing to the overall sense of unity and cohesion within the club.
- k. Take time to acknowledge and appreciate the efforts and accomplishments of fellow members, officers, and committee members, fostering a culture of gratitude and recognition.
- l. Create opportunities for club members to connect, share experiences, and support one another within the context of the club (only), contributing to the development of meaningful relationships within the club.
- m. Make a conscious effort to uplift others, recognizing that your support and encouragement have the power to positively impact the club's overall atmosphere and members' experiences.



Responsibilities and Expectations of the Chairperson

As the Chairperson of the Gauteng T² Table Tennis Club, you hold a pivotal role in leading and guiding the club's activities and operations. Your leadership sets the tone for the entire organization and significantly contributes to the club's success. To fulfill your responsibilities effectively, the following expectations have been outlined:

1. Leadership and Vision

- a. **Strategic Planning:** Develop and communicate a clear vision for the club's growth and development. Collaborate with fellow officers to create short-term and long-term goals that align with the club's mission.
- b. **Decision-Making:** Lead the club in making informed and effective decisions. Consider the input of other officers and committee members while prioritizing the best interests of the club and its members.
- c. **Innovation:** Foster an environment of creativity and innovation, encouraging new ideas and initiatives that enhance the club's offerings and experiences.

2. Club Governance

- a. **Meeting Facilitation:** Chair meetings of the leadership team, ensuring that discussions are focused, productive, and respectful. Set the agenda and keep discussions on track.
- b. **Compliance:** Ensure that the club operates in accordance with its constitution, by-laws, and established rules. Uphold ethical conduct and integrity in all club-related matters.
- c. **Conflict Resolution:** Address conflicts and disagreements within the leadership team in a fair and objective manner. Strive to maintain unity and collaboration among officers.

3. Communication and Representation

- a. **External Communication:** Act as the primary spokesperson for the club in external communications. Represent the club to the broader community, partners, and stakeholders.
- b. **Transparency:** Communicate club updates, decisions, and developments to members in a timely and transparent manner. Foster an environment of open communication and accessibility.

4. Member Engagement

- a. **Inclusivity:** Ensure that all club members feel valued and included. Encourage participation from diverse backgrounds and abilities with consideration of existing members' ideals and comforts.
- b. **Feedback:** Create opportunities for members to provide feedback and suggestions. Use this feedback to enhance the club's activities and services.

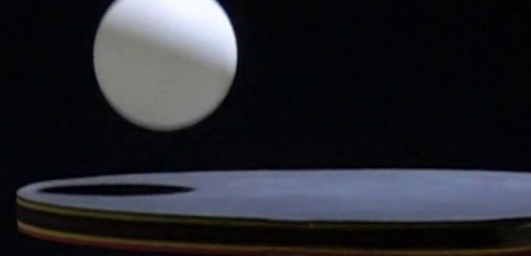
5. Event and Activity Coordination

- a. **Event Oversight:** Provide oversight and guidance for the planning and execution of club events and activities. Ensure that they align with the club's objectives and values.
- b. **Collaboration:** Collaborate with other officers and committee members to ensure that events are well-coordinated and successful.



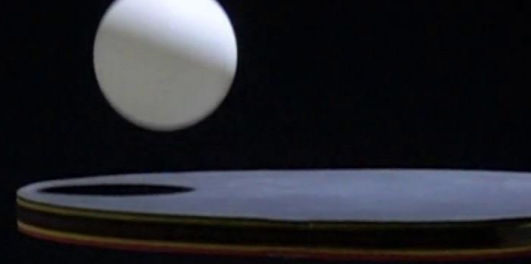
Gauteng T² Table Tennis Club
NPC Registration Number: 2022 / 979934 / 08

info@t2tabletennis.co.za
<https://www.t2tabletennis.co.za>



6. Committee Support and Development

- a. **Mentorship:** Support the development of other officers and committee members. Provide guidance, encouragement, and assistance as needed.
- b. **Succession Planning:** Participate in the identification and mentoring of potential future leaders for the club. Contribute to the smooth transition of leadership.



Responsibilities and Expectations of the Deputy Chairperson

The Deputy Chairperson of the Gauteng T² Table Tennis Club holds a pivotal role in supporting the club's governance, growth, and ethical standards. By embracing the following responsibilities and expectations, you contribute to the harmonious functioning of the club and the achievement of its objectives:

1. Governance and Leadership

- a. **Collaborative Support:** Assist the Chairperson in effectively leading the club as outlined in the constitution. Collaborate closely with the Chairperson to ensure cohesive decision-making and smooth club operations.
- b. **Decision-Making:** Provide valuable input during discussions and decision-making processes. Uphold the principles set forth in the constitution to ensure that decisions align with the best interests of the club and its members.

2. Meeting Management

- a. **Meeting Facilitation:** Step into the role of the Chairperson in their absence to preside over meetings. Ensure that meetings adhere to the constitution's guidelines, fostering productive discussions and well-informed decisions.
- b. **Agenda Contributions:** Contribute relevant agenda items to the Secretary (or via Trello Board) prior to general membership meetings. Ensure that proposed topics align with the club's objectives and the expectations set by the constitution.

3. Event Planning and Coordination

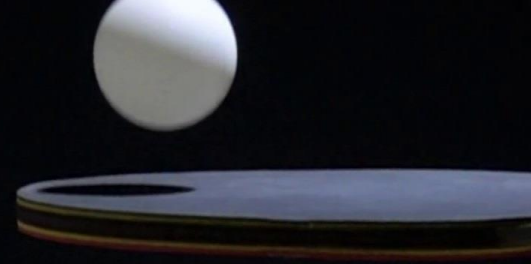
- a. **Event Coordination:** Collaborate with the Chairperson, officers, and committee members in planning and executing club events and activities. Ensure that events are well-organized and aligned with the goals of the club.
- b. **Equipment Management:** Maintain an accurate inventory of the club's equipment, following the guidelines provided in the constitution. Ensure that equipment is managed responsibly, and that information is available for strategic purposes.

4. Communication and Representation

- a. **Transparent Communication:** Facilitate transparent communication within the leadership team and among club members. Uphold the club's values of openness and inclusivity by ensuring that information is disseminated accurately and comprehensively.
- b. **External Relationships:** Represent the club in external interactions, fostering positive relationships with partners and stakeholders. Act as an ambassador for the club, upholding its reputation and values in all interactions.

5. Financial Oversight

- a. **Financial Responsibility:** Manage aspects of the club's financial affairs, including overseeing banking or savings accounts as indicated by the constitution. Execute financial transactions in alignment with established protocols.
- b. **Budgeting and Committees:** Participate in establishing financial limitations for committees, following the guidelines set forth in the constitution. Collaborate with fellow officers to ensure prudent financial decisions that align with the club's mission.



6. Code of Conduct Management

- a. **Ethical Standards:** Own the responsibility of being the custodian, manager, monitor, and implementer of the club's code of conduct. Ensure that all members uphold ethical behavior and comply with the code of conduct's guidelines.

7. Task and Project Management

- a. **Trello Board Management:** Take ownership of managing assigned tasks and actions on the club's Trello board. Update Trello cards with relevant updates, create checklists, assign dates, and ensure that tasks are effectively tracked and managed.

8. Member Engagement

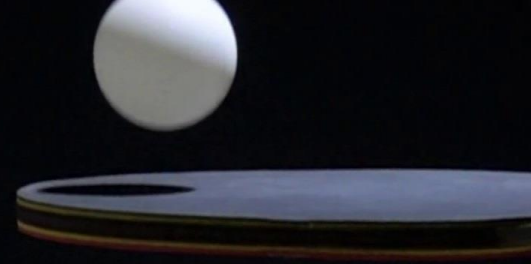
- a. **Member Support:** Address member inquiries, concerns, and feedback in a timely and respectful manner. Create an environment where members feel valued, supported, and encouraged to engage with the club.
- b. **Attendance and Records:** Keep accurate records of attendance at meetings and club sessions as required by the constitution. Maintain an organized record-keeping system to ensure easy access to relevant information.

9. Collaborative Leadership

- a. **Teamwork:** Embrace a collaborative approach to leadership, working harmoniously with fellow officers and committee members. Foster a culture of teamwork, mutual respect, and collective growth within the leadership team.
- b. **Committee Oversight:** Establish and define the scope of committees with the approval of a majority vote of current officers, in accordance with the constitution. Provide guidance and support to committees for their effective functioning.

10. Personal Development

- a. **Continuous Learning:** Demonstrate a commitment to continuous improvement by seeking out learning opportunities and resources. Enhance your skills and knowledge to contribute effectively to the club's growth and development.



Responsibilities and Expectations of the Secretary

As the Secretary of the Gauteng T² Table Tennis Club, you assume a vital role in ensuring effective communication, organized documentation, and smooth club operations. Upholding these responsibilities with dedication and professionalism contributes significantly to the club's overall success. Your commitment to the following expectations is essential:

1. Records and Documentation

- a. **Meeting Minutes:** Maintain accurate and organized records of club meetings, including comprehensive minutes that capture discussions, decisions, and action items.
- b. **Attendance:** Keep detailed records of member attendance at meetings and events, as required by the constitution.
- c. **Archiving:** Ensure that all records are appropriately stored and easily accessible for reference.

2. Communication and Correspondence

- a. **Timely Communication:** Respond promptly to emails, inquiries, and communications from club members and fellow officers, providing accurate and relevant information.
- b. **Announcements:** Disseminate club updates, announcements, and relevant information to members in a clear and timely manner.
- c. **Transparency:** Foster open communication within the leadership team, facilitating the exchange of information and ideas.

3. Meeting Coordination

- a. **Agendas:** Collaborate with the Chairperson to create well-structured meeting agendas that cover pertinent topics and align with the club's objectives.
- b. **Efficient Meetings:** Assist in facilitating meetings, ensuring that discussions remain focused, respectful, and productive.
- c. **Action Items:** Record action items, decisions, and follow-up tasks from meetings, updating the club's Trello board accordingly.

4. Membership Management

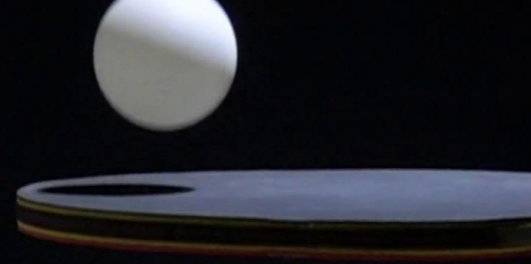
- a. **Membership Roster:** Collaborate with the Membership Committee to maintain an accurate and up-to-date membership roster.
- b. **Onboarding Support:** Assist in the coordination of new member onboarding, ensuring they receive necessary information and materials.

5. Event Support

- a. **Documentation:** Collaborate with committees to accurately maintain related documentation, including sign-up sheets and attendance records.
- b. **Coordination Assistance:** Support event coordination by assisting with participant communication, scheduling, and logistics.

6. Constitution and Ethics:

- a. **Constitutional Adherence:** Familiarize yourself with the club's constitution and by-laws, ensuring all club activities adhere to established guidelines.



- b. **Ethical Conduct:** Uphold ethical behavior and integrity in all club-related matters, setting a positive example for members.

7. Transition Planning:

- c. **Smooth Transitions:** Collaborate with the Deputy Chairperson to ensure a seamless transfer of responsibilities between officer terms.
- d. **Documentation:** Prepare necessary documentation and information to facilitate the incoming officer's understanding of the role.

8. Code of Conduct Enforcement:

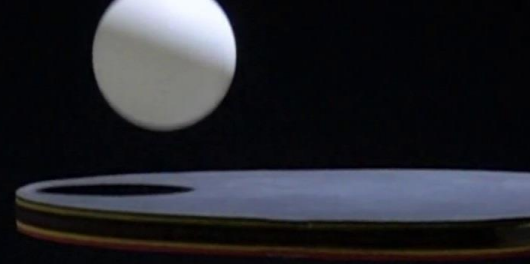
- a. **Collaborative Oversight:** Work alongside the Deputy Chairperson to monitor and enforce the club's code of conduct among members.
- b. **Proactive Address:** Address any breaches of conduct promptly and professionally, following established procedures.

9. Collaborative Leadership:

- a. **Teamwork:** Foster a collaborative and supportive atmosphere by working closely with fellow officers and committee members.
- b. **Positive Culture:** Contribute to maintaining a club environment that values inclusivity, mutual respect, and cooperation.

10. Continuous Improvement:

- a. **Personal Growth:** Seek opportunities for personal and professional growth that enhance your effectiveness in the role.
- b. **Adaptation:** Embrace new technologies and practices that improve administrative efficiency and record-keeping.



Responsibilities and Expectations of the Treasurer

As the Treasurer of the Gauteng T² Table Tennis Club, you assume a critical role in managing the club's financial affairs, ensuring transparency, accuracy, and ethical financial practices. By fulfilling these responsibilities diligently, you contribute to the club's financial stability and overall success. Your commitment to the following expectations is vital:

1. Financial Management:

- a. **Budget Oversight:** Collaborate with fellow officers to develop and manage the club's budget, ensuring expenditures align with club objectives and available resources.
- b. **Transactions:** Process financial transactions accurately and in compliance with the established financial procedures and guidelines.

2. Record Keeping:

- a. **Financial Records:** Maintain accurate and organized financial records, including receipts, invoices, and financial statements.
- b. **Transparency:** Provide access to financial records for review by the leadership team and relevant committees.

3. Reporting:

- a. **Regular Reports:** Present regular financial reports to the leadership team, providing a clear overview of the club's financial status.
- b. **Transparency:** Ensure financial information is transparently communicated to members and stakeholders as required.

4. Committee Support:

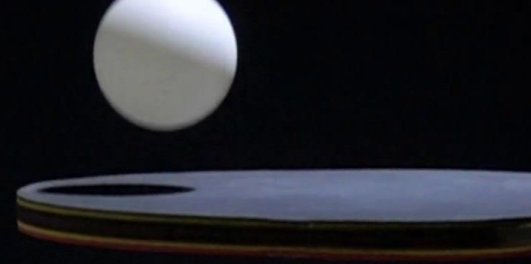
- a. **Budget Planning:** Collaborate with committee chairs to develop and manage budgets for specific events and activities.
- b. **Expenditure Authorization:** Provide financial guidance to committees to ensure expenses are within approved budgets.

5. Compliance and Ethics:

- a. **Constitutional Adherence:** Ensure all financial activities adhere to the constitution and established financial guidelines.
- b. **Ethical Conduct:** Uphold ethical financial practices, demonstrating integrity in all financial transactions.

6. Banking and Reconciliation:

- a. **Bank Account Management:** Oversee the club's bank account, ensuring accurate balances and timely deposits.
- b. **Reconciliation:** Reconcile bank statements with financial records to ensure accuracy and identify discrepancies.



7. Fundraising and Sponsorship:

- a. **Opportunity Identification:** Collaborate with the Fundraising Committee to identify fundraising opportunities and potential sponsorships.
- b. **Financial Tracking:** Accurately record and track funds generated through fundraising efforts.

8. Financial Planning:

- a. **Long-Term Goals:** Collaborate with the Chairperson and other officers to develop long-term financial plans that support the club's growth and sustainability.
- b. **Prudent Decisions:** Provide financial insights for decision-making, considering the financial implications of proposed initiatives.

9. Transition Planning:

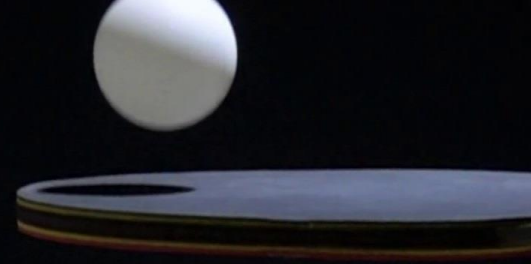
- a. **Smooth Transitions:** Collaborate with incoming officers to ensure a seamless transfer of financial responsibilities.
- b. **Documentation:** Prepare detailed financial documentation and guidelines to assist the incoming treasurer.

10. Collaborative Leadership:

- a. **Teamwork:** Work collaboratively with fellow officers and committee members to support club activities and initiatives.
- b. **Positive Communication:** Maintain open and transparent communication about financial matters with the leadership team.

11. Continuous Improvement:

- a. **Financial Knowledge:** Seek ongoing opportunities to enhance your understanding of financial management and best practices.
- b. **Technological Adaptation:** Embrace technology and tools that improve financial record-keeping and reporting.



Document Version Control

Version 1.00 – Initial Version by Mohamed Mansoor on 2023-08-08

This initial document represents an essential milestone in our club's journey. It has been meticulously crafted with careful consideration of both our club's constitution and the valuable insights gained from previous meetings and resolutions. This comprehensive guide serves as a foundational resource, providing clear direction and expectations for all club officers and committee members.

By integrating the principles outlined in our constitution and building upon the collective wisdom acquired through our meetings, this document has been thoughtfully designed to ensure that our club's values, goals, and operational procedures are aligned. It serves as a roadmap to empower our officers and committee members to fulfill their roles effectively, cultivate collaboration, and contribute to the vibrant table tennis community we are dedicated to fostering. Moreover, it sets the foundation for years to come.

As we continue to grow and evolve as a club, this handbook will remain a living document, responsive to changes and enhancements that reflect the dynamic nature of our organization. Your feedback and insights are valued contributions that will further refine this resource, ensuring its ongoing relevance and effectiveness.

With this handbook, we embark on a journey of shared understanding, collective empowerment, and continual improvement. Thank you for your commitment to the Gauteng T² Table Tennis Club. Together, we strive to elevate our club to new heights and foster an inclusive and thriving table tennis community.