

TERMS OF REFERENCE

Bhutan Tennis Federation

Position Title: General Secretary

Reports To: President, Executive Committee Meetings (EC), and the Annual General Meeting (AGM)

Location: Thimphu, Bhutan

Expected Salary: Nu. 50,000–60,000 per month (as per experience and qualifications)

A. Eligibility Criteria:

Candidates must meet the following minimum qualifications:

- A recognized university degree; a background in sports management or related field is preferred.
- A minimum two 5 years of professional experience in administrative or managerial roles.
- Proven communication, organizational, and strategic planning skills.
- Demonstrated ability to work effectively with diverse stakeholders, including national and international partners.
- Familiarity with sports development and governance; experience within the Olympic movement or national sports federations will be an added advantage.
- High standards of integrity, accountability and a strong commitment to the values and principles of sport.

B. Role Overview:

The General Secretary (GS) is the chief administrative officer of the Bhutan Tennis Federation. The GS is responsible for the day to day management and coordination of all activities of the Federation, as approved by the Executive Committee (EC) and the AGM. The GS serves as the key liaison between the EC, Federation members, the Bhutan Olympic Committee (BOC), and other external stakeholders.

In addition, the GS oversees the planning and execution of infrastructure development, particularly the reconstruction and maintenance of BTF facilities, in coordination with the President, technical committees, and relevant experts.

C. Tenure:

The tenure shall be two years extendable based on performance, and associated privileges of the position shall be defined in the employment contract and governed by the BTF Charter, subject to approval by the EC.

D. Key Responsibilities and Duties:**I. Strategic and Operational Planning:**

1. Prepare and submit annual work plans and strategic programmes for endorsement by the AGM and approval by the EC.
2. Align all activities with the long-term vision and objectives of BTF.

II. Governance and Secretariat Functions:

1. Prepare meeting agendas for EC and AGM sessions as advised by the President and in accordance with the BTF constitution.
2. Record and circulate meeting minutes within 24 hours for review; finalize and distribute approved minutes within seven (7) working days.
3. Serve as a Member Secretary of the EC and AGM, and as an ex-officio member of all BTF committees.
4. Responsible for the management of the BTF Secretariat and its Staff, Coaches and Players.

III. Programme and Financial Management:

1. Implement all approved programmes and decisions of the EC and AGM within set timelines and budgets, under the overall supervision of the President.
2. Ensure sound financial management and reporting, including transparent record-keeping of all transactions.
3. Coordinate regular internal reviews and request audit by the Royal Audit Authority annually or biennially, whichever is earlier.
4. Submit bi-annual progress reports to the EC and an annual report to the President, EC, and AGM.

IV. Human Resource and Athlete Development:

1. Develop and implement strategic HR plans for staff and top athletes:
 - Monitor staff attendance and performance.
 - Maintain and review monthly work plans and performance logs.
 - Conduct annual performance evaluations aligned with TORs, contracts, and career paths.
 - Process nominations for training, workshops, and competitions and documenting selection criteria for transparency.

V. Administration and Compliance:

1. Ensure efficient use of resources, adhering to principles of transparency, economy, and value for money.
2. Oversee all procurement processes, ensuring quality and competitive pricing.
3. Ensure secure management of all legal and official documents (e.g., constitution, lease agreements, title deeds), both physical and digital.
4. Maintain updated digital registers of:
 - BTF membership and contact details
 - Sponsors and partner profiles
 - Donations, gifts, and contributions from all sources

VI. Representation and Advocacy:

1. Act as the official spokesperson of BTF.
2. Promote and uphold the image, mission, and values of BTF in all public and professional engagements.
3. Undertake additional responsibilities as assigned by the President, EC, or AGM.

E. Code of Conduct:

The General Secretary shall:

1. Demonstrate leadership, motivation, and a collaborative spirit across all levels of the Federation.
2. Uphold the highest standards of integrity, morally, ethically, and financially.
3. Foster positive and professional relationships with members, the BOC, and relevant governmental and non-governmental organizations.