

Tennis Leicestershire Board Role Descriptions

Contents

Tennis Leicestershire Chair - ROLE DESCRIPTION	2
Tennis Leicestershire Finance Director - ROLE DESCRIPTION	3
Company Secretary - ROLE DESCRIPTION	4
Tennis Leicestershire Competitions Lead - ROLE DESCRIPTION.....	6
County Association Safeguarding Role Description	7
Tennis Leicestershire Coach Workforce Lead – ROLE DESCRIPTION (DRAFT).....	9
Tennis Leicestershire Equality, Diversity & Inclusion (EDI) Lead - Role description.....	10

Tennis Leicestershire Chair - ROLE DESCRIPTION

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or Area Volunteer Forums.
- To ensure the Management Committee is aware of any issues relating to the above.
- To work with other Management Committee members to carry out key responsibilities, such as:
 - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
 - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
 - To ensure effective and relevant communication to all key stakeholders.
 - To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
 - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
 - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee and to the relevant stakeholders.
 - To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

Specific responsibilities

- Chair the Management Committee meetings.
- Verify the decisions are made correctly with a casting vote if necessary.
- Ensure that all Management Committee Members are notified of meeting dates.
- Ensure that all Management Committee Members have the necessary meeting documentation.
- Ensure that all Management Committee Members are aware of any tasks or actions that the Management Committee requires and that the members have agreed to carry out.
- To represent the Management Committee and report to Council (if there is one in place), at the AGM and other formal meetings and occasions of the Association.
- Ensure a skills audit is carried out annually to aid recruitment and succession planning.

Skills and knowledge

- Ability to Chair meetings effectively.

- Ability to create a culture of trust and inclusion within the Management Committee.
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.
- Ability to work in a team and motivate others.

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate would commit 15 hours per week to the role (amend as appropriate) and attendance at in-person meetings as required.

The role has a maximum term of six years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.

Tennis Leicestershire Finance Director - ROLE DESCRIPTION

Responsibilities as a Board Member

- To attend relevant formal meetings of Tennis Leicestershire Limited board and sub-committees, LTA or Area Volunteer Forums.
- To ensure the Board is aware of any issues relating to the above.
- To work with other Board and sub-committee members to carry out key responsibilities, such as:
 - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
 - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
 - To ensure effective and relevant communication to all key stakeholders.
 - To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
 - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
 - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Board and to the relevant stakeholders.
 - To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

Specific responsibilities

- Establish and manage all financial processes.
- Control all Bank and Investment Accounts held by Tennis Leicestershire Limited.
- Establish and maintain budgets and regularly review.
- Maintain detailed records of all income and expenditure.
- Ensure that invoices and wages are paid in a timely manner.
- Prepare regular financial statements and full accounting reports for the AGM and when required by the Board for external review, which may take the form of an audit, or assurance review, or a review by a competent independent person.
- Monitor the loans scheme, identifying any late repayments. The Loan committee manages the loan scheme and the Chair heads up the Loan Committee and manages the loans.

Skills and knowledge

- Recognised financial qualifications and skills.
- Good understanding of the core role of the County and associated resourcing requirements.
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.
- Ability to work in a team and motivate others.

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate would commit 10 hours per week on average to the role (some weeks less, some more) and attendance at in-person meetings as required.

The role has a maximum term of nine years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.

Company Secretary - ROLE DESCRIPTION

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or Area Volunteer Forums.
- To ensure the Management Committee is aware of any issues relating to the above.
- To work with other Management Committee members to carry out key responsibilities, such as:

- To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
- To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
- To ensure effective and relevant communication to all key stakeholders.
- To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
- To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
- To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee and to the relevant stakeholders.
- To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

Specific responsibilities

- Arrange Management Meeting dates and location in line with the LTA meeting cycle
- Request papers from attending members – in the format agreed from time to time
- Produce and circulate an agenda after consultation with the Chair
- Keep the conflicts of interest policy updated at each Management Meeting
- Arrange the AGM and any EGMs in conjunction with the Chair and Administrator
- Produce and circulate accurate minutes and action points from the meetings
- Work with the Administrator to ensure documentation supporting the governance of Cambridgeshire Tennis is stored electronically, adequately backed up and available to review as required
- Work with the Administrator/Communications Officer to ensure the latest version of documents that should be available publicly are available on the County Website
- Proactively share any conflicts of interests at meetings

Skills and knowledge

- Excellent written skills
- Excellent communication and correspondence
- Organised and accurate
- Strong ability to communicate and work with a small team
- Work to deadlines
- Previous experience of administrative work is very beneficial

Number and Frequency of Meetings

- The Secretary is a member of the Management Committee which meets 4-6 times per year
- Depending on experience, the post holder may be invited to sit on other committees of Tennis Leicestershire

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate would commit 2-4 hours per week to the role (amend as appropriate) and attendance at in-person meetings as required.

The role has a maximum term of nine years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.

Tennis Leicestershire Competitions Lead - ROLE DESCRIPTION

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or Area Volunteer Forums.
- To ensure the Management Committee is aware of any issues relating to the above.
- To work with other Management Committee members to carry out key responsibilities, such as:
 - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
 - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
 - To ensure effective and relevant communication to all key stakeholders.
 - To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
 - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
 - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee and to the relevant stakeholders.
 - To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

Specific responsibilities

- Chair the Tennis Leicestershire Competitions sub committee
- Document the split of responsibilities for all competitions in collaboration with County Competition Organiser, League administrator and the LTA team.
- Work with wider stakeholders to produce an annual competition/League plan, mapping out key dates.
- Monitor and review the effectiveness of the competition programme and County Leagues.

- Recruit and support the relevant competition support roles.
- Monitor the activity of the above volunteers, provide role outlines and regularly review them.
- Monitor feedback and issues raised from all competition and county leagues, identifying key themes and appropriate actions.

Skills and knowledge

- Understanding of the tennis competitions framework.
- Understanding of the local and regional competition landscape and participation base.
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.
- Ability to work in a team and motivate others.

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate would commit 4 hours per week to the role plus attendance at in-person meetings as required.

The role has a maximum term of nine years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.

County Association Safeguarding Role Description

About the role

The County Safeguarding Officer will be responsible for assisting the LTA Safeguarding Team in promoting and embedding a culture of safeguarding in their county. They will assist in supporting registered venues to put in place procedures to safeguard children (U18) and adults and engaging with venue Welfare Officers

Key Accountabilities

- Assist the LTA Safeguarding Team to promote a safeguarding culture across the county
- Ensure, if applicable, that the County website is updated with Safeguarding information
- Assist the LTA to implement its safeguarding strategy at county level
- Engage with venues and Welfare Officers on safeguarding and diversity and inclusion matters and updates
- Encourage registered venues to achieve minimum safeguarding standards, such as having a trained Welfare Officer, policies and codes of conduct and providing details of local courses
- If required, assist clubs to escalate any concerns or allegations to the LTA Safeguarding Team at the earliest opportunity
- Attend LTA Safeguarding Conferences or other forums as required
- Where applicable ensure safeguarding updates are on club forum content
- Assist County to ensure events are run safely using LTA event guidance

Person Specification

Someone who can promote safeguarding, diversity and inclusion and will bring teamwork, integrity and excellence in their work.

Previous experience could include

- Working with tennis venues
- Working with volunteers
- Working with children
- Work within safeguarding/adults at risk

Requirements

- Attended the LTA safeguarding course (3 hours)
- Awareness of LTA Safeguarding documentation
- On-going training as required by the LTA
- Attending the annual LTA County Safeguarding Conference
- DBS Check
- Awareness of coach accreditation scheme (training provided)

Personal Attributes

- Child and adult at risk focused approach
- Able to record information accurately and clearly
- Ensure confidentiality when required
- Communication and administration skills i.e. word/email
- Ability to relay communications from LTA Safeguarding team

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate would commit 4 hours per week to the role plus attendance at in-person meetings as required.

As a Board role this role has a maximum term of nine years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.

Tennis Leicestershire Coach Workforce Lead – ROLE DESCRIPTION (DRAFT)

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or Area Volunteer Forums.
- To ensure the Management Committee is aware of any issues relating to the above.
- To work with other Management Committee members to carry out key responsibilities, such as:
 - Contribute to the development of the County Strategic Plan in relation to Coaching across the county
 - To ensure effective and relevant communication to all key stakeholders.
 - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
 - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee and to the relevant stakeholders.

Specific responsibilities

- Be a member of the EDI Committee to work towards improving the diversity of the County's coaching work force
- Work with wider stakeholders such as the Coach Development Centre (CDC), Clubs & LTA to ensure the county has adequate coaches to meet demand
- Monitor feedback and issues raised from all county Coaches identifying key themes and appropriate actions.

Skills and knowledge

- Understanding of the LTA Coaching framework.
- Understanding of the local clubs and coaches
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.
- Ability to work in a team and motivate others.

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate would commit 4 hours per week to the role plus attendance at in-person meetings as required.

The role has a maximum term of nine years, in line with the LTA County & Island Governance Framework, and UK Code for Sports Governance.

Tennis Leicestershire Equality, Diversity & Inclusion (EDI) Lead – ROLE DESCRIPTION (currently under Review)