



TRUSTEE

Role Description

Under Charity law, the Board of Trustees has collective responsibility for the governance of and directing how it is managed and run. Trustees must ensure that money provided by its funding partners is spent appropriately in realising its aims and objectives. Trustees must also ensure the organisation complies with charity law and other relevant legislation. To carry out the duties and responsibilities contained in this legislation, a trustee needs to understand what the organisation aims to do and why and be able to offer sufficient time to achieving them. Trustees are accountable to the membership of the organisation, and more generally to the Charity Commission.

The object of Wiltshire Tennis is *the promotion of community participation in healthy, safe and inclusive recreation by the development and support of sport (primarily being tennis and padel) in the County for the benefit of the inhabitants of the area.*

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or other related meetings.
- To ensure that the Management Committee is aware of any issues relating to the responsibilities above.
- To work with other Management Committee members to carry out key responsibilities of the Management Committee which are:
 - 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 oversee any commercial interests of the organisation, ensuring sufficient funding/revenue is available.
 - 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.
 - To ensure any decisions made are in the best interest of the organisation.

Responsibilities as a Trustee

- Support and provide advice on the organisation's purpose, vision, goal and activities, via determination of, and adherence to an ongoing strategic plan
- Ensure adherence to good governance by regular review of all policies and procedures
- Oversee financial plans and budgets and monitor and evaluate progress
- Ensure the effective and efficient administration of the organisation
- Ensure that key risks are identified, monitored and controlled effectively
- Review and approve financial statements
- Support and challenge paid staff in the exercise of their delegated authority and affairs
- Keep abreast of changes in the operating environment
- Contribute to regular reviews of the governance framework
- Attend Board meetings and be adequately prepared to contribute to discussions
- Occasional attendance in working groups and/or support of the administrative team
- Represent the organisation in relevant meeting or events

Specific Responsibilities

- Determine the strategic direction of the organisation
- Ensure adherence to charitable and strategic objectives

- Recognise and safeguard the organisations reputation and values
- Act prudently and responsibly to protect the organisation’s assets
- Ensure governance if of the highest possible standard
- Work in partnership with other Trustees, paid staff and other volunteers
- Contribute to the broader promotion of the organisation’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts
- Fiduciary duties including duty of care, good faith, confidentiality, prudence and disclosure
- Use independent judgement, acting legally and in good faith to promote and protect the organisation’s interest to the exclusion of any personal and/or third-party interests

Skills and knowledge

- Willingness and ability to understand and accept the responsibilities and liabilities of a Trustee and the act in the best interests of the organisation
- Ability to think creatively and strategically and to exercise good independent judgement
- Effective communication skills and willingness to participate actively in discussions
- A strong personal commitment to equity and inclusion
- Enthusiasm for our vision and mission
- Willingness to lead according to our values – teamwork, integrity, passion, excellence and inclusion
- Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>)

Special requirements

- This role may require a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information).
- Completion of County Safeguarding training.

Number and Frequency of Meetings

- Management Committee Meetings will be held at least four times annually approximately 2 weeks after each LTA Council Meeting ahead of the Regional Forum
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee and its members
- As needed from time to time attend Regional Forums (4 per year) and meetings with the Head of Region (usually by video conference).
- Attend any special events and visits mostly in the County

Expenses

Reasonable expenses associated with the role can be reimbursed.

Location

The role will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits and events mostly within the County.