



NORTHAMPTONSHIRE TENNIS

DEPUTY CHAIR OF THE BOARD OF TRUSTEES

Purpose of the role

The Deputy Chair is a Trustee of Northamptonshire Tennis, and the purpose is to assist in leading the Charity, working with fellow Trustees to set its strategic direction to ensure it delivers on its charitable aims. To establish a constructive relationship with the Chair and share responsibilities. Support in fostering efficiency and effectiveness of the Charity whilst maintaining high standards of governance.

To manage the Charity's activities in furtherance of its core purpose which is to '*promote community participation in healthy recreation, in particular but not exclusively through the development, promotion, and support of tennis and padel in the County of Northamptonshire and the inhabitants of the County*'. We also support the LTA's mission of 'Tennis Opened Up'. Providing local opportunities to grow Tennis and Padel by making it accessible, welcoming, enjoyable and relevant to all communities.

Overall responsibility as a Trustee

All Trustees are responsible for ensuring they run the Charity and comply with the Charity's objectives and purposes as outlined in its constitution as well as the law. Regardless of having a Treasurer or an expert managing the Charity's finances, every Trustee must:

- ❖ Ensure Northamptonshire Tennis is carrying out its purpose for the public benefit.
- ❖ Comply with Northamptonshire Tennis's constitution and the law governing charitable organisations.
- ❖ Act in the best interests of Northamptonshire Tennis
- ❖ Ensure the accountability of Northamptonshire Tennis.
- ❖ Manage Northamptonshire Tennis's resources responsibly.
- ❖ Act with reasonable care, diligence, and skill

Key responsibilities

- ❖ To assist in ensuring the Charity has an annual strategic plan that is aligned to the LTA's vision, mission and objectives and ensure it delivers its own charitable objectives.
- ❖ To assist in ensuring the Board of Trustees and Committee structure is effective in delivering against that strategic plan whilst building a team spirit within Northamptonshire Tennis.
- ❖ To assist in ensuring the Charity has tactical County plans such as Competition, Participation, 10U performance Open Court, EDI, Workforce Development, that align to the annual strategic plan
- ❖ To lead and Chair meetings of the Board of Trustees and Chair the AGM in the absence of the Chair
- ❖ To assist in the recruitment of new Trustees to ensure a diverse Board with high levels of appropriate skill and knowledge; mentor new recruits and ensure a thorough induction process is in place

- ❖ To support effective communication, fostering open, inclusive discussions with Trustees, staff and Members of the organisation
- ❖ To promote and support the highest standards of corporate governance within the Board and the overall organisation.
- ❖ To support the Board in discussions of proposals put forward including strategy and planning, risk management, governance, budgets, financial reporting, staffing structures.
- ❖ To ensure the Board and the organisation delivers the requirements of the Funding Agreement with the LTA and provide the necessary direction required in terms of resource allocation (both volunteer and paid).
- ❖ To represent Northamptonshire Tennis with external partners and stakeholders and attend relevant formal meetings of the Charity, LTA or LTA Area Volunteer Forums (as required or in absence of Chair)
- ❖ To encourage a constructive and productive relationship with the LTA and to ensure that the interests of Northamptonshire are being represented at the national level by the LTA Councillor.
- ❖ In the absence of the Chair to act as final arbiter on any differing points of interest, always acting in the best interests of Northamptonshire Tennis.
- ❖ To Chair and/or participate in Sub-Committees as required

Key skills and knowledge

- ❖ Knowledge of tennis, or padel, and club/venue management, and of LTA direction and activities
- ❖ Commitment to the organisation with willingness to devote the necessary time and effort to perform an effective role
- ❖ Ability to effectively Chair meetings
- ❖ Good organisational and planning skills, with an attention to detail.
- ❖ Excellent at building and maintaining effective working relationships with a diverse range of stakeholders, both internally and externally.
- ❖ An effective communicator; articulate, diplomatic with excellent written and verbal communication skills
- ❖ Ability to create a culture of trust and inclusion within the Board and committees
- ❖ Ability to build relationships with a range of volunteers
- ❖ Experience of managing staff
- ❖ Ability to work in a team and motivate and mentor others.

General

In addition to the above each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

It is also expected for Trustees to keep abreast with Northamptonshire Tennis Social media postings and LTA Communications.

Trustees must always act in the best interests of the charity when making decisions and not in the interests of themselves or another organisation.

Support

- ❖ Admin and volunteer support for finalising, and circulation of meetings papers and reports, communications to Board of Trustees, and Committee members and collation of Northants Plan.
- ❖ Printer, organisational MS365 e-mail and account, meeting room and space available - at Kings Park Tennis Centre.
- ❖ Expenses for travel, meeting costs, entertainment, stationery and postal costs as previously agreed by the Board.