



NORTHAMPTONSHIRE TENNIS

PARTICIPATION TRUSTEE OF THE BOARD

Purpose of the role

The Participation Trustee has wide ranging responsibilities focused on growing Tennis and Padel, in its various forms, at grass roots level. Mainly working with and supporting the specific County Lead's that are under the Participation scope.

Also to ensure, jointly with other Trustees, that Northamptonshire Tennis acts in accordance with its constitution and complies with legal requirements. To manage its 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 understand the LTA mission, vision and priorities and how these align with Northamptonshire Tennis's strategic plan.
- ❖ To help in shaping the strategic direction of the organisation by contributing and assisting with setting overall policy, defining goals and setting targets and monitoring performance against agreed targets.
- ❖ To make balanced and informed decisions for both the long term and short-term direction of Northamptonshire Tennis.
- ❖ Support the Participation Lead to develop and deliver the annual plan aligned with the LTA County core responsibilities.
- ❖ Support the Open Court Lead to develop and deliver the annual plan.
- ❖ Support the Workforce Development Lead to develop and deliver the annual plan and have oversight on engagement with the Workforce Development Centre (WDC).

- ❖ Support the EDI Lead in developing and updating the County EDI plan.
- ❖ Support the Awards representative in promoting LTA awards and generating nominations.
- ❖ To ensure effective management of the Participation budget via the various tactical plans.
- ❖ To Chair the Participation sub-committee.
- ❖ To represent Northamptonshire Tennis with external partners and other stakeholders as required.

Key skills and knowledge

- ❖ Commitment to the organisation with willingness to devote the necessary time and effort to perform an effective role
- ❖ Knowledge of tennis, or padel, club/venue management and of LTA direction and activities very helpful
- ❖ Good organisational, planning and presentation skills, with an attention to detail.
- ❖ An effective communicator; articulate, diplomatic with excellent written and verbal communication skills
- ❖ Ability to work in a team, 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 team & volunteer support for finalising, and circulation of meetings papers and reports, communications to Board of Trustees, and Committee members.
- ❖ Printer, 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.