

## CHAIR - ROLE DESCRIPTION

### Introduction

Cambridgeshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Cambridgeshire Tennis and is currently unincorporated. Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Cambridgeshire are also supported by the County but are not voting members. The management of Cambridgeshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several committees responsible for specific aspects of County Tennis as well as all remunerated roles required to support the work of the Association.

The vision and mission of Cambridgeshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Cambridgeshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

### Role of the Chair of the County

The Chair is responsible for the overall management and direction of tennis in Cambridgeshire and is an officer of the County Association.

### Responsibilities

- Undertake the core responsibilities allocated to the Chair on the attached schedule – which may be updated periodically in the LTA’s document “Core Role of the County”
- To chair the Management Committee, AGM and any EGMs of the County and ensure these follow agreed process
- To meet with the Head of Region together with the Councillor x4 times annually.
- Proactively share any conflicts of interests at meetings
- To ensure the following are available and updated annually:
  - Completed skills audit from all Committee Members
  - Succession planning guidelines
  - Recruitment guidelines
  - Role description templates
  - Signed conflict of interest policies from all Committee Members
  - Committee terms of reference
  - Data protection policy

### 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
- Ability to delegate and monitor
- Ability to deal with difficult situations, complaints or disagreements
- Enthusiastic, friendly, and approachable
- A good listener

### **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, sub-committees and its members
- Attend Regional Forums (4 per year) and meetings with the Head of Region together with Councillor (usually by video conference)
- Attend any special events and visits mostly in the County which require the Chair's presence to represent Cambridgeshire Tennis

### **Special requirements**

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

### **Expenses**

Reasonable expenses associated with the role can be reimbursed.

### **Location**

The role of the Chair 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. Administration for Cambridgeshire Tennis is undertaken from office premises at Hills Road Sports and Tennis Centre, Purbeck Road, Cambridge CB2 8PF.



## Core Responsibilities of the Cambridgeshire Tennis Chair

Responsibility	Time of Year (If specific)
<b>Governance:</b> Chair Management Committee and ensure agenda is prepared incorporating input from all committees and that minutes with clear action points are produced	Management Meetings 23 are: 9/01; 20/03; 31/05; 02/10; 08/01/24
<b>Governance:</b> To organise the AGM of the Association in conjunction with the secretary	
<b>Governance:</b> Represent the County at formal County occasions as well as Regional Forums and meetings with Head of Region	As required
<b>Governance:</b> Deputise for Councillor	As required
<b>Governance:</b> Produce/review county strategic plan (with Councillor)	October
<b>Governance:</b> Oversee management committee composition (with Councillor)	As required
<b>Governance:</b> Implement formal recruitment/ election process (with Councillor)	AGM and as vacancy arises
<b>Governance:</b> Implement an induction process (with Councillor)	Review periodically
<b>Governance:</b> Implement & maintain a skills matrix & staggered succession plan (with Councillor)	Review annually
<b>Governance:</b> Implement / apply a conflict-of-interest policy	As required
<b>Governance:</b> Document terms of reference for sub-committees (with proposed chairs of each committee)	Review with chairs periodically
<b>Governance:</b> Support and review input of committee members	Ongoing support and annual review
<b>Governance:</b> Sit on such other committees which the chair agrees to participate	
<b>Clubs:</b> Assist committees of member clubs with any challenging decisions that require the assistance of a third party to resolve	

## Document Revision History

Version	Date	Review Date	Revision	Completed by
1.0	27/05/23	01/01/26	First version, no revisions	Mark Sanders & Julie Wych

Ownership of this document belongs to the Chair of Cambridgeshire LTA. Please ensure revisions are documented in this table and the filename version and date are updated.

