

## COUNCILLOR - 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 LTA Councillor

Linked very closely to the role of Council, a Councillor is expected to:

- Act always in the best interests of tennis in Britain
- Keep up to date on the LTA Values, LTA Vision, LTA Mission and other LTA programmes, products and initiatives
- Support, disseminate, promote and champion the LTA Values and the delivery of the LTA Vision, LTA Mission and LTA strategic plan
- Be familiar with the up to date LTA Articles of Association, LTA Rules and LTA Standing Orders
- Attend Council meetings (usually 4 per year) and, if unable to do so (or if unable to attend the whole of a particular Council meeting), nominate an alternate to attend on their behalf – the alternate should also comply with the requirements of this Councillor profile

### Responsibilities

- Carefully read and consider the papers for each Council meeting
- Actively contribute and participate in Council meetings (including workshops)
- Get involved with Council committees, work streams and project groups/teams as required and actively contribute and participate in and to them
- Maximise the opportunity to share their knowledge and expertise
- Give an appropriate amount of time to deliver the responsibilities within the role
- Respond promptly to Councillor e-mails
- Accept and be involved in an approved personal review process for Councillors
- Support and work collaboratively with other Councillors, LTA colleagues (including LTA regional teams), Members and other stakeholders
- Act as a communications conduit to and from their stakeholder group (including their elective body) and represent their interests on Council



- Be an ambassador for the volunteer workforce
- Guide and support the delivery of county, venue and regional forums
- Represent the LTA at County Cup and other tennis events as and when possible
- Support the LTA Tennis Awards and Volunteers' Week
- Keep an overall check that their elective body is taking appropriate steps to comply in relevant areas such as safeguarding, data protection, performance, etc.
- Support the County chair in their role
- Be a part of an appropriate and open selection process within their elective body to encourage a true representation of tennis in Britain, taking into account the need for diversity and inclusivity on Council
- Proactively share any conflicts of interests at meetings.

### Skills and knowledge

- 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 deal with difficult situations, complaints or disagreements
- Enthusiastic, friendly, and approachable

### Number and Frequency of Meetings

- Four LTA Council Meetings each year usually combined over two days including a workstream meeting
- Meetings of the LTA workstream(s) to which they are assigned
- Regional Forum meetings – which are usually 4 per year
- To meet with the Head of Region together with the County chair x4 times annually
- Management Committee Meetings will be held at least four times annually approximately 2 weeks after each LTA Council Meeting and 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

### 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)
- Safeguarding course.
- Completion of *Hello Councillor* induction course.

### Expenses

Reasonable expenses associated with the role can be reimbursed.

### Location

The Councillor role is mainly carried out from home. Travel to the various meetings will be necessary where these are not held by video conferencing.



## 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 Councillor for Cambridgeshire LTA. Please ensure revisions are documented in this table and the filename version and date are updated.*