



## CHAIR OF THE BOARD OF TRUSTEES

### **Purpose of the role**

To lead the Charity, working with fellow Trustees to set its strategic direction to ensure it delivers on its charitable aims. To foster efficiency and effectiveness of the Charity whilst maintaining high standards of governance.

### **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 that the Charity's money is safe.
- Ensure that money is properly used and only spent on what is allowed by its constitution and policies.
- Ensure that all monies are properly accounted for.
- Ensure the Charity focuses on its charitable purposes.

### **Key responsibilities**

- To ensure the Charity has a strategic plan that is aligned to the LTA's mission, vision and priorities, and ensure it delivers its charitable objectives whilst building the spirit and ethos of Berkshire Tennis.
- To ensure the Charity encourages the development of its own county level strategic plan that is aligned to the LTA's mission, vision and priorities, but has the flexibility to adjust to local issues.
- To ensure the Board of Trustees and Committee structure is effective in delivering against that strategic plan.
- To lead and Chair meetings of the Board of Trustees and Chair the AGM.
- To lead the recruitment of new trustees to ensure a diverse Board with high levels of skill and knowledge; mentor new recruits and ensure a thorough induction process is in place.
- To ensure effective and regular communication with all members of the organisation, fostering open, inclusive discussions with Trustees, staff and Members of the organisation.
- To promote and oversee the highest standards of corporate governance within the Board and the overall organisation.
- To lead the Board in discussions of proposals put forward including strategy and planning, risk management, governance, capital, financial reporting, staffing structures.
- To ensure the Board and the organisation delivers the requirements of the Funding Agreement with the LTA.
- To represent Berkshire Tennis with external partners and stakeholders.
- To encourage a constructive and productive relationship with the LTA and to ensure that the interests of Berkshire Tennis are being represented at the national level by the Berkshire LTA Councillor.
- To act as final arbiter on any differing points of interest, at all times acting in the best interests of Berkshire Tennis.
- To be the direct line manager of the County Administrator and County Performance lead.



### **Key skills and knowledge**

- Commitment to the organisation with a 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, with excellent written and verbal communication skills
- Confident in both volunteer and corporate environments.
- Ability to build relationships with a range of volunteers.
- Strong interpersonal skills.
- Good presentation skills.
- 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.

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

### **Support**

- Office team for finalising, branding and circulation of meetings papers and reports, communications to Board of Trustees, and Committee members and collation of Berkshire Plan.
- County Administrator based at Caversham Park LTC office.
- Expenses for travel, meeting costs, entertainment, stationery and postal costs as previously agreed by the Board.