



## GOVERNANCE SECRETARY OF THE BOARD OF TRUSTEES

### Purpose of Role

To ensure that Berkshire Tennis has an appropriate governance structure and processes and complies with its legal and charitable obligations.

### Overall responsibility as a Trustee

All Trustees are responsible for ensuring they run the Charity and comply with the Charity's objects 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 lead on all aspects of governance of the Charity and undertake reviews to ensure the structure and processes are appropriate and comply with any subsequent legislative changes.
- To be responsible for ensuring the Charity's acts in accordance with the legal responsibilities of charities under the Charities Act 2009 and ensure the organisation pursues its objects as defined in its constitution.
- To ensure that the organisation complies with all regulatory and compliance legislation including making all statutory returns and providing the information required by the Charity Commission.
- To ensure that Trustees comply with the relevant codes such as the charity's Code of Conduct for Charity Trustees and the Charities Governance Code.
- To ensure the organisation records decisions and actions of Trustees taken at Board and other Committee meetings.
- To ensure a register of Trustees and members of the organisation is in place together with a conflict of interests' register.
- To ensure the Board and the organisation delivers the requirements of the Funding Agreement with the LTA, maintaining 100% compliance.
- To organise and oversee the AGM of the Charity in line with the Charity Commission requirements and the Charity's constitution.
- To ensure the Charity complies with its rules and any amendments are approved and recorded in line with its constitution.
- To ensure policies and procedures are reviewed and approved by the Board of Trustees as required.
- To ensure the Terms of Reference for the Committees are reviewed annually.
- To ensure an effectiveness review of the Board is undertaken biennially.



- To ensure that all legal and disciplinary matters connected with the organisation are appropriately dealt with and escalated and reported to the Board as required.
- To oversee the complaints process from members of the organisation.
- To assist the Chair in providing leadership and strategic direction to the Board of Trustees.
- To assist the Chair in ensuring that the organisation pursues its objects as defined in its constitution.

### **Key skills and knowledge**

- Commitment to the organisation with willingness to devote the necessary time and effort to perform an effective role.
- Recognised skills and experience in governance.
- Good organisational 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
- Good interpersonal skills
- Good presentation skills
- Experience of managing staff
- Ability to work in a team and motivate and mentor others.
- Experience of document preparation

### **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 Strategic 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.