

# Norfolk Tennis

## Management Group Terms of Reference

### 1. Role

The Management Group's main role is to:

- Agree and oversee the delivery of Norfolk Tennis' strategy.
- Ensure accountability to members, funders, supporters, staff, volunteers and participants.
- Agree budgets and monitor financial performance.
- Champion the work of the CIO and advocate for Tennis in Norfolk.
- To embed equality, diversity and inclusion into all work and functions.
- Scrutinise policies and procedures.
- Manage levels of risk and risk management processes within Norfolk Tennis.
- Be responsible for the ongoing Management Group recruitment process.

In order to carry out this role, Management Group members must be prepared to give time to:

- Meet as often as is necessary for the proper administration of Norfolk Tennis following the stipulated meeting cycle but adding additional meetings as circumstances require.
- Read Management Group papers.
- Keep themselves informed about sector activities.
- Keep up to date with regulations, relevant sector developments and strategies.
- Attend key public events related to the successful running of Tennis within Norfolk.

### 2. Composition

- 2.1. The Management Group shall not exceed 12 people at any one time.
- 2.2. A skills matrix will be used in Management Group member selection and Norfolk Tennis will endeavour to ensure that there is a reasonable balance between the skills and sectors on the Management Group at any one time.
- 2.3. Norfolk Tennis is committed to the principles of equality, diversity and inclusion and will endeavour to ensure that the Management Group reflects the diversity of the population in which it operates.
- 2.4. Norfolk Tennis is committed to gender parity and will openly encourage applications from diverse groups, including but not limited to diverse ethnic groups, disabled people, age, social class, sexuality.

### 3. Meeting Procedures

- 3.1. In ordinary circumstances, the Management Group will meet at least 4 times per year but more frequently as circumstances require. An agenda for each meeting will be sent out at least a week in advance of each meeting. As appropriate, written reports for discussion should accompany the agenda.
- 3.2. At least five voting Management Group members must be present to represent a quorum. Normally the Management Group will operate by consensus and only when required will vote by a show of hands. In these circumstances voting will be by simple majority. In the result of a tied vote the Chairperson will have a second or casting vote.
- 3.3. Management Group members should endeavour to attend all Management Group meetings and if unable to attend they should give their apologies and let the Chairperson have any views or comments on the agenda items before the meeting. All Management Group members are liable for decisions made even if they do not attend the meeting.
- 3.4. Official records must be kept of all formal meetings of the Management Group.
- 3.5. The Management Group may invite representatives from other organisations as observers to attend its meetings, or meetings of its committees. Such individuals are not permitted to vote at meetings. In addition to Management Group meetings, all Management Group members may be part of a sub committee.