



## **Chair Role – List of Responsibilities**

### ***Purpose***

Steer the Association at a strategic level by maintaining a general oversight of the Association's activities, ensuring that commitments to its objectives are being met.

### ***Key Activities***

Chairing all Management Group, Council and Annual General meetings.

In conjunction with the Hon Secretary and LTA Councillor, develop agendas for the foregoing meetings.

In conjunction with the Treasurer, ensure a realistic budget is developed in accordance with the LTA Grant Funding agreement and that it is communicated to all interested parties, balancing ambition with availability of funds.

With the support of Management Group members, is responsible for ensuring that a strategic plan is developed and communicated to all relevant people and, thereafter, for ensuring progress against the agreed objectives is monitored.

With the support of Management Group members, is responsible for maintaining the Norfolk Tennis Risk Register and ensuring agreed mitigations are correctly recorded/acted upon.

Being a member of the Annual Awards assessment panel.

Coordinate the Management Group's input to the LTA Governance Review process.

In conjunction with the LTA Councillor, conduct the annual staff appraisal of the Norfolk Performance Officer, providing in-year feedback and support where necessary.

Be the focal point for County representation for activity on emerging capital investment opportunities and establish a close working relationship with the LTA Regional Team member(s) engaged in this activity.

Taking the role of Lead Volunteer as viewed by the LTA, including attending the quarterly Central & Eastern regional volunteers' meetings.

Serve as a Trustee of the Norfolk Tennis CIO.

As the Norfolk tennis representative, serve as a Trustee of the EALTSC CIO.