

CHAIR - ROLE DESCRIPTION TEMPLATE

Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or LTA Regional Volunteer Forums.
- To ensure the Management Committee is aware of any issues relating to the above.
- To work with other Management Committee members to carry out key responsibilities of the Management Committee which are:
 - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
 - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
 - To ensure effective and relevant communication to all key stakeholders.
 - To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
 - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
 - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee and to the relevant stakeholders.
 - To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

Specific Responsibilities

- Chair the Management Committee meetings.
- Verify the decisions are made correctly with a casting vote if necessary.
- Ensure that all Management Committee Members are notified of meeting dates.
- Ensure that all Management Committee Members have the necessary meeting documentation.
- Ensure that all Management Committee Members are aware of any tasks or actions that the Management Committee requires and that the members have agreed to carry out.
- To represent the Management Committee and report to Council (if there is one in place), at the AGM and other formal meetings and occasions of the Association.
- Ensure a skills audit is carried out annually to aid recruitment and succession planning.

Skills and knowledge

- Ability to Chair meetings effectively.
- Ability to create a culture of trust and inclusion within the Management Committee.
- 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.