



## VOLUNTEER ROLE DESCRIPTION

### Introduction

Suffolk Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Suffolk Tennis.

Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Suffolk are also supported by the County but are not voting members. The management of Suffolk Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several sub committees responsible for specific aspects of County Tennis.

The vision and mission of Suffolk Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Suffolk Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

### Committee Member Role Description

#### Overview of the Role

Committee members represent the views of members and help set our associations direction.

#### What you will be doing

Exact responsibilities will be agreed, and will depend on the role(s) you're doing but will likely include:

- Attending and contributing to committee meetings
- Attending and supporting the running of the Annual General Meeting (AGM)
- Making decisions with the committee in the best interests of our members and association
- Supporting the chair, secretary, treasurer and other key volunteers in their roles
- Providing support with the set-up and running of any events
- Participate in leading volunteer Sub Groups where relevant

#### Skills and experiences needed for the role

- Good communication skills
- Good listening skills
- Good organisation skills

#### Training and support available

Before starting in this role, you will receive training from a committee member who will go through the process with you. You will receive ongoing support from the Chair



## Commitments

- The time commitment for this role is flexible and will depend on the role(s) you're doing. On average this will be around 2 hours per week

## Further Information

- Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.