

## 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 SuffolkTennis 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 SuffolkTennis 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.

### LTA Councillor Role Description

#### Overview of the role

#### ROLE PROFILE - COUNCILLOR

The role of the Council is set out in clause 21 of the Rules.

In terms of clause 22.2 of the Rules, every Councillor is required to meet the requirements of this Councillor Role Profile and to continue to meet them while a Councillor.

The role of a Councillor is to:

1. Act always in the best interests of tennis in Britain as a whole, taking an informed and balanced approach;
2. Act as an ambassador of the Company (and the LTA Group) to support, disseminate, promote and champion the values and the delivery of the vision, mission, strategy and other decisions of the Company (and/or LTA Group);
3. Attend meetings of the Council (usually four per year);
4. Support and work collaboratively with other Councillors, LTA Group colleagues (including the LTA Group's regional teams), Members<sup>4</sup> and other stakeholders;
5. Be an ambassador for the volunteer workforce;

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<sup>4</sup>Including the national, county and island associations



6. In the case of a Member-Nominated Councillor<sup>5</sup>:

- a. act as a communications conduit to and from their stakeholder group (including their Nominator<sup>6</sup>);
- b. guide and support the delivery of county, venue and regional forums;
- c. keep an overall check that their Nominator is taking appropriate steps to comply in relevant areas such as the County and Island Association Governance Framework, safeguarding, data protection, performance, etc;
- d. be a part of an appropriate and open selection process with their Nominator to encourage a true representation of tennis in Britain, taking into account the need for diversity and inclusivity on the Council; and
- e. be a member of the DTAG and/or of a DTAG Workstream, as required;

7. In the case of an Independent Councillor<sup>7</sup>:

- a. provide subject matter expertise as a member of the DTAG and/or of a DTAG Workstream as required, or as requested by the Company or LTA Group colleagues on relevant strategic projects; and
- b. act as subject matter experts for other Councillors to help to provide support to the County Associations and Island Associations in the delivery of their core activities which in turn support the Company's (and wider LTA Group's) vision, mission and strategy; and
- c. provide an external perspective to the operations of the County Associations and Island Associations through ad hoc attendance at their meetings;

8. Represent the Company at "LTA County Cup" and other tennis events as and when possible;

9. Support the Company's / LTA Group's tennis awards; and

The expected behaviours of a Councillor are to:

- A. Keep up to date on the vision, mission, values and strategy of the Company (and/or LTA Group) and other programmes, products and initiatives of the LTA Group;
- B. Be familiar with the up to date versions of the Company's governing documentation (including the Articles and the Rules);
- C. Maximise the opportunity to share knowledge and expertise;
- D. In the case of a Member-Nominated Councillor being unable to attend (or being unable to attend the whole of) a particular meeting of the Council<sup>8</sup>, nominate an alternate to attend on their behalf<sup>9</sup> – the alternate should also comply with the requirements of this Councillor Role Profile;

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<sup>5</sup> The term "Member-Nominated Councillor" is defined in the Articles as meaning "a person nominated by a National Association, County Association or Island Association, and appointed as its Nominated Councillor in accordance with part D of the Rules"

<sup>6</sup> The term "Nominator" is defined in the Articles as meaning "the person entitled to nominate a candidate for appointment as a Voting Council Member in accordance with part D of, and Schedule One to, the Rules"

<sup>7</sup> The term "Independent Councillor" is defined in the Articles as meaning "a member of the Council nominated by the Board and appointed in accordance with part D of the Rules"

<sup>8</sup> Repeated non- or partial attendance by a Councillor would be a matter for discussion and review, including regarding the appropriateness of them continuing as a Councillor

<sup>9</sup> In accordance with clause 36 of the Rules



- E. Carefully read/watch and consider the papers/webinars for (and in advance of) each meeting of the Council;
  - F. In the case of a Member-Nominated Councillor, communicate their (and their Nominator's) views to, and seek to understand the views of, other Councillors (and their Nominators) in order to be able to form informed and balanced views;
  - G. Actively contribute, participate and listen to and in meetings of the Council (including workshops), including through asking constructive questions;
  - H. Get involved with committees, work streams and project groups/teams as required and actively contribute and participate to and in them, including through asking constructive questions;
  - I. Give an appropriate amount of time to deliver the responsibilities within the role;
  - J. Respond promptly to e-mails sent by or on behalf of the President, Deputy President, Chair, Company Secretary and/or Board to Councillors;
  - K. Be respectful of the executive lines of management and address any query or concern through the appropriate designated channels;
  - L. Accept and be involved in an approved personal review process for Councillors; and
  - M. Comply with the Code of Conduct.
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