



## WILTSHIRE TENNIS – LTA COUNCILLOR

### Role Description

Wiltshire 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 Wiltshire Tennis.

The management of Wiltshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn takes responsibility for the administration and development of tennis throughout the County as well as all remunerated roles required to support the work of the Association. The vision and mission of Wiltshire 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 Wiltshire 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.

### Role of the LTA Councillor

To represent Wiltshire on LTA Council and act in the best interests of Wiltshire Tennis, expressing views in Council Meetings and upholding policies of the LTA and Wiltshire Tennis.

The LTA Councillor is a member on the Wiltshire Tennis Management Committee.

### Responsibilities as a Management Committee Member

- To attend relevant formal meetings of the Association, LTA or other related meetings.
- To ensure that the Management Committee is aware of any issues relating to the responsibilities 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 oversee any commercial interests of the organisation, ensuring sufficient funding/revenue is available.
  - 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.
  - To ensure any decisions made are in the best interest of the organisation.

### Specific Responsibilities as LTA Councillor

- Act always in the best interests of tennis in Britain

- Keep up to date on the LTA Values, LTA Vision, LTA Mission and other LTA programmes, products and initiatives.
- Support, disseminate, promote and champion the LTA Values and the delivery of the LTA Vision, LTA Mission and LTA strategic plan.
- Be familiar with the up to date LTA Articles of Association, LTA Rules and LTA Standing Orders
- Attend Council meetings (usually 4 per year) and, if unable to do so (or if unable to attend the whole of a particular Council meeting), nominate an alternate to attend on their behalf – the alternate should also comply with the requirements of this Councillor profile.
- Carefully read and consider the papers for each Council meeting.
- Actively contribute and participate in Council meetings (including workshops)
- Get involved with Council committees, work streams and project groups/teams as required and actively contribute and participate in and to them.
- Maximise the opportunity to share their knowledge and expertise.
- Give an appropriate amount of time to deliver the responsibilities within the role.
- Respond promptly to Councillor e-mails.
- Accept and be involved in an approved personal review process for Councillors.
- Support and work collaboratively with other Councillors, LTA colleagues (including LTA regional teams), Members and other stakeholders.
- Act as a communications conduit to and from their stakeholder group (including their elective body) and represent their interests on Council.
- Be an ambassador for the volunteer workforce.
- Guide and support the delivery of county, venue and regional forums.
- Represent the LTA at County Cup and other tennis events as and when possible.
- Support the LTA Tennis Awards and Volunteers' Week
- Keep an overall check that their elective body is taking appropriate steps to comply in relevant areas such as safeguarding, data protection, performance, etc.
- Support the County chair in their role.
- Be a part of an appropriate and open selection process within their elective body to encourage a true representation of tennis in Britain, taking into account the need for diversity and inclusivity on Council.
- Proactively share any conflicts of interests at meetings.
- Work closely with Management Committee colleagues, the County Chairman and County Administrator.
- Encourage entries in the LTA tennis awards.

### **Skills and knowledge as the LTA Councillor**

- Knowledge of tennis and tennis club management, and of LTA direction and activities
- Effective organisation, communication, diplomacy and presentation skills.
- Good understanding of the core role of the County and associated resourcing requirements.
- An ability to work on their own initiative and as part of a team.
- To understand the nature of a committee-led, voluntary organisation
- Able to demonstrate an understanding of equality and diversity, safeguarding and their practical application to this role.
- Ability to deal with difficult situations, complaints or disagreements.
- Enthusiastic, friendly and approachable.

### **Special requirements**

- This role normally requires a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)
- Completion of Safeguarding training.
- Completion of Hello Councillor induction course.

## **Number and Frequency of Meetings**

- Four LTA Council Meetings each year usually combined over two days including a workstream meeting.
- Meetings of the LTA workstream(s) to which they are assigned.
- Management Committee Meetings will be held at least four times annually approximately 2 weeks after each LTA Council Meeting ahead of the Regional Forum.
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee and its members.
- Attend Regional Forums (4 per year) and meetings with the Head of Region (usually by video conference).
- Attend any special events and visits mostly in the County which require the LTA Councillor's presence to represent Wiltshire Tennis.

## **Expenses**

Reasonable expenses associated with the role can be reimbursed.

## **Location**

The role of the LTA Councillor will mostly be carried out from home. Travel to various meetings will be necessary where these are not held by video conferencing as well as to specific visits and events mostly within the County.

