



# **Wiltshire Tennis Trustee Recruitment Pack 2025**

## **Honorary Treasurer and Trustees**

## 1. BACKGROUND

At an EGM in July 2024 Wiltshire Tennis Association agreed to change its legal status from an Association to a Charitable Incorporated Organisation. Registration was accepted by the Charities Commission on 8<sup>th</sup> August 2024, and as of 1<sup>st</sup> January 2025, it transferred operations to the new legal entity.

The organisation is looking to recruit a new Treasurer and in line with the succession plan to extend its committee of Trustees.

## 2. OUR OBJECTIVE

Wiltshire Tennis is a Charitable Incorporated Organisation (CIO), our charitable objective is the promotion of community participation in healthy recreation for the benefit of the inhabitants of Wiltshire by the provision of facilities for playing tennis.

## 3. WHO ARE WE?

We are a local charitable organisation run by volunteers, and we are also a member of tennis's national governing body, the Lawn Tennis Association (LTA). Wiltshire Tennis acts as the governing body of tennis in Wiltshire. Wiltshire Tennis is run by a Board of Trustees which has responsibility for all aspects of the operation and is supported by an Operations Group with delegated authority for the day-to-day oversight and support of activities.

We:

- Operate for public benefit.
- Provide support to the 44 Wiltshire tennis clubs and other venues registered with us (our member organisations), as well as to the coaches, volunteers, and individual members at those establishments.
- Support such clubs and venues to offer recreational and competitive sport in a safe and inclusive environment.
- Provide similar support to park sites and educational establishments across Wiltshire that choose to register with us.
- Deliver our own tennis sessions to community groups and those disadvantaged by disability or adverse social and economic circumstances.
- Develop partnerships with community organisations to improve access to tennis at grass roots level and to increase the level of physical activity in communities.
- Support and promote the playing of tennis in schools.
- Act as ambassadors for British Tennis, supporting the aims of the LTA.
- Organise local competitions and tournaments for new and existing players of all ages and standards.
- Promote the highest standards of Safeguarding of young people and vulnerable adults in tennis across the county.
- Are a diverse and inclusive organisation.

We are funded by a mixture of income streams including LTA grant funding and sponsorship.

## 4. ROLE OF A TRUSTEE

The charity is governed by a Committee of Trustees some of whom also act as the members of the Operations group.

Wiltshire Tennis operates in accordance with the corporate governance requirements of the Charities Commission, the UK Governance Code for Sport and the LTA.

Trustees are responsible to always ensure that Wiltshire Tennis acts in accordance with its objectives and the highest standards of governance. They are also responsible for setting the strategic direction of the organisation and its annual expenditure budget and for ensuring that the activities are consistent with the requirements of this. Trustees must always act with integrity, ensuring that all decisions are made solely for the benefit of the organisation.

Wiltshire Tennis needs Trustees with a broad range of skills, experience and connections to strategic networks to help achieve our objects and to ensure the effective operation of the organisation.

We currently wish to recruit Trustees who can ideally demonstrate experience in one or more of the following areas:

- Finance
- Charity operations and fundraising
- Community involvement
- Diversity and inclusion
- Governance
- Legal
- Safeguarding

For details of governance framework of the organisation please click [here](#).

They will ideally have good networking and partnership working experience within Wiltshire and be prepared to use these networks to support the delivery of the strategic plan.

Applications would be welcomed from individuals whose experience or circumstances would broaden the diversity of the Committee of Trustees.

The Committee of Trustees meets virtually or in person around 6 times per year. In addition to their role as Trustees, individuals will be encouraged to use their skills in support of Wiltshire Tennis activities.

## **5. GENERAL DUTIES OF TRUSTEES:**

- To support the development of an agreed strategy for Wiltshire Tennis and to oversee its delivery.
- To oversee expenditure to ensure the organisation remains viable and funds are used in support of the charitable objectives and strategic plan.
- To ensure the organisation operates in accordance with its constitution and with the requirements of good governance and safeguarding.
- To promote equality and diversity across all aspects of Wiltshire Tennis activity and to ensure this is given due consideration in policy making and decisions taken.
- To positively promote and raise the profile of Wiltshire Tennis and British Tennis.
- To add value to the operation of Wiltshire Tennis by using individual skills, networks, knowledge, and experience to assist in the delivery of the strategy.

## **6. TRUSTEE'S OBLIGATIONS**

- Ensure Wiltshire Tennis operates within the law, its constitution, the UK Governance Code for Sport and the LTA Governance framework.

- At all times act in Wiltshire Tennis's best interests.
- Report any potential conflict of interest as soon as it arises.
- Respect the organisation's constitution/rules and decisions taken under it.
- Be diligent, careful, and well informed about the organisation's affairs.
- Understand the importance and purpose of meetings and be committed to preparing adequately and attending regularly.
- Maintain confidentiality of sensitive information.

## 7. COMMITMENT

The core time requirement for general Trustees is likely to be around 8-10 days per annum and will involve:

- Preparation and attendance at bi-monthly Trustee meetings.
- Attendance at occasional other events as may be required from time to time e.g. conferences, award presentations.
- Attendance at training sessions as required by the role.

## 8. ELIGIBILITY

Trustees will ideally live in Wiltshire however applications from candidates outside of the county will be considered, provided they can demonstrate a strong affiliation with the County and with the organisation's strategic objectives. An interest in tennis, or another competitive sport, would be an advantage.

## 9. REMUNERATION

General Trustees will have their reasonable expenses reimbursed. In addition, Trustees will normally also be offered one pair of strictly non-transferrable Wimbledon tickets for purchase per annum.

## 10. TERM OF OFFICE

Trustees will be appointed for a 3-year term and are able to serve for a maximum of 3 terms, subject to re-appointment in accordance with the constitution. Continuation of appointment will be dependent upon satisfactorily discharging the duties of a Trustee, including attendance at a minimum of 4 Trustee meetings per year.

## 11. APPLICATION PROCESS

Interested applicants are asked to submit the following documentation:

- A CV detailing your skills and experience to meet the above criteria
- A letter detailing why you wish to become a Trustee

Applications are to be submitted by e-mail to: [secretary@wiltshiretennis.org.uk](mailto:secretary@wiltshiretennis.org.uk).

The closing date for applications is 28<sup>th</sup> February 2025.

## 12. FURTHER INFORMATION

For an informal discussion about the role of a Trustee, in the first instance, please contact Liz Bissett, Wiltshire Tennis Secretary at [secretary@wiltshiretennis.org.uk](mailto:secretary@wiltshiretennis.org.uk).