



KENT
TENNIS

TRUSTEE OF THE BOARD

Purpose of the Role

To ensure, jointly with other Trustees, that Kent Tennis acts in accordance with its constitution and complies with legal requirements, and to manage its activities in furtherance of the objects set down in the constitution.

Overall responsibility as a Trustee

All Trustees are responsible for ensuring they run the Charity and comply with the Charity's objects and purposes as outlined in its constitution as well as the law. Regardless of having a Treasurer or an expert managing the Charity's finances, every Trustee must:

- ❖ Ensure that the Charity's money is safe.
- ❖ Ensure that money is properly used and only spent on what is allowed by its constitution and policies.
- ❖ Ensure that all monies are properly accounted for.
- ❖ Ensure the Charity focuses on its charitable purposes.

Key responsibilities

- ❖ To understand and ensure the charity complies with its purposes and objects as set out in its constitution, charity law requirements and any other relevant legislation or regulations that apply to the charity.
- ❖ To understand the LTA mission, vision and priorities and how these align with Kent Tennis's strategic plan.
- ❖ To assist the Chair in helping to shape the strategic direction of the organisation by contributing and assisting with setting overall policy, defining goals and setting targets and monitoring performance against agreed targets.
- ❖ To make balanced and informed decisions for both the long term and short-term direction of the charity.
- ❖ To take the lead in activities where the individual Trustee has specific knowledge and skills and take a proactive approach in advising the Board of Trustees of suggested areas of improvement both internal and external.
- ❖ To ensure the financial stability of the organisation, including approving annual budgets and monitoring progress against them, and approving the annual report and accounts.
- ❖ To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds.
- ❖ To ensure the effective and efficient administration of the organisation.
- ❖ To act in the best interests of the charity in respect of decisions made as a Trustee and declare any conflicts of interests.
- ❖ To read and scrutinise papers, attend and actively participate in all Board of Trustees' meetings and other meetings.
- ❖ To sit on and chair committees as required.
- ❖ To represent Kent Tennis with external partners and other stakeholders as required.

General

In addition to the above each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

Trustees must at all times act in the best interests of the charity when making decisions and not in the interests of themselves or another organisation.

Each trustee is expected to have responsibility for an area of working, for example:

- ❖ Chair (separate role description)
- ❖ Governance Secretary (separate role description)
- ❖ Treasurer (separate role description)
- ❖ Equality, Diversity and Inclusion
- ❖ Safeguarding
- ❖ Padel
- ❖ Venues and community engagement
- ❖ Competitions
- ❖ Performance
- ❖ Coaches network
- ❖ LTA Councillor

Key skills and knowledge

- ❖ Commitment to the organisation with willingness to devote the necessary time and effort to perform an effective role
- ❖ Good interpersonal skills.
- ❖ Good organisational and planning skills.
- ❖ An effective communicator; articulate, with excellent written and verbal communication skills.
- ❖ Good presentation skills.
- ❖ Ability to work in a team and motivate and mentor others.

Support

- ❖ Office team for finalising, branding and circulation of meetings papers and reports, communications to Board of Trustees, and Committee members and collation of Kent Plan.
- ❖ Photocopier, stationery, meeting room, store cupboard and hot desk space - all at Bromley Tennis Centre
- ❖ Expenses for travel, meeting costs, entertainment, stationery and postal costs as previously agreed by the Board.