

## **Hampshire & IOW Tennis – Trustee Role Description**

### **Introduction**

Whilst Hampshire & IOW has had a county association for over a century, since September 2023 the organisation has operated as a Charitable Incorporated Organisation (CIO) known as Hampshire & IOW Tennis (HIOWT). With this exciting development in mind, HIOWT is now seeking to recruit new trustees to take the organisation into the next chapter of its development.

Under charity law, the Board of Trustees has collective responsibility for the governance of and directing how it is managed and run. Trustees must ensure that the money provided by HIOWT's funding partners is spent appropriately in realising the HIOWT's aims and objectives. Trustees must also ensure that HIOWT complies with charity law and other relevant legislation. In order to carry out the duties and responsibilities contained in this legislation, a Trustee needs to understand what the organisation aims to do and why, and be able to offer sufficient time to achieving them. Trustees are accountable to the membership of the organisation, and more generally to the Charity Commission.

HIOWT's core purpose is: *to promote community participation in healthy recreation, through the development, promotion and support of tennis and padel in Hampshire and Isle of Wight (HIOW)*. HIOWT also supports the LTA's mission of 'Tennis opened up', providing local opportunities to grow tennis by making it *relevant, accessible, welcoming and enjoyable*.

HIOWT is funded by two key sources of income: an annual grant from the LTA; and sponsorship from local companies. For the organisation's first year as a CIO, 2024, annual income is projected to be around £220,000, whilst reserves as at summer 2023 are at around £250,000.

### **Areas of responsibility for HIOWT**

HIOWT is a Charitable Incorporated Organisation, the members of whom are LTA-registered venues within the geographical area of HIOW. HIOWT is also a member organisation of the LTA and works in partnership to deliver in the following key areas:

- good governance and management, adhering to the Sports Governance Code
- recognising and rewarding HIOW volunteers
- supporting HIOW venues and coaches and cascading best practice
- ensuring the highest standards of safeguarding and welfare in all HIOWT activities
- supporting disability development programmes at HIOW venues
- promoting diversity and inclusion
- delivering junior & adult county training
- delivering a 10 & under performance programme
- running junior & adult county teams
- offering county competition, including leagues and tournaments
- securing partnership funding
- offering grants and loans to venues and coaches within HIOW

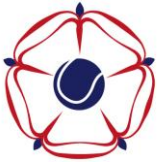
### **What we are looking for**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

We would welcome applicants with leadership experience, e.g. Trustee, senior management, but this is not essential. Equally, knowledge of the HIOW geographical area, or of sport (but not necessarily tennis), would be useful.

Applicants should be committed to opening up sport to hard-to-reach groups, to maintaining the highest standards of good governance, and should have an understanding of equity, safeguarding, and inclusion.

All Trustees must have the willingness and ability to devote the necessary time and effort to the work of HIOWT. It is important that Trustees work effectively together, and that they offer strong support to staff.



The following areas have been identified as key areas of expertise that HIOWT would like to recruit:

- finance / accountancy
- legal
- inclusion and diversity
- human resources
- sports background (elite, volunteer and / or coaching)
- recruitment and training

### **Personal skills and qualities**

- willingness and ability to understand and accept the responsibilities and liabilities of a Trustee and to act in the best interests of the organisation
- ability to think creatively and strategically, and to exercise good, independent judgement
- effective communication skills and willingness to participate actively in discussions
- a strong personal commitment to equity, diversity and inclusion
- enthusiasm for our vision and mission
- willingness to lead according to our values – teamwork, integrity, passion, excellence and inclusion
- commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>)

### **Details of appointment**

- one-year initial term of office, with annual re-election up to a maximum of nine years’ total service
- this is a voluntary position, but reasonable expenses are reimbursed
- four annual in-person Board meetings, as well as four annual virtual meetings
- ongoing discourse with fellow Trustees, including dynamic decision-making (e.g. via email)
- Trustees will receive the opportunity to purchase up to two pairs of Wimbledon tickets each year
- a full induction will be provided

### **Trustee responsibilities**

- determine the strategic direction of HIOWT
- ensure adherence by HIOWT to its charitable and strategic objectives
- recognise and safeguard HIOWT’s reputation and values
- act prudently and responsibly to protect HIOWT’s assets
- ensure that HIOWT’s governance is of the highest possible standard
- work in partnership with other Trustees, paid staff and other volunteers
- contribute to the broader promotion of HIOWT’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts
- fiduciary duties, including duty of care, good faith, confidentiality, prudence and disclosure
- use independent judgement, acting legally and in good faith to promote and protect HIOWT’s interests, to the exclusion of any personal and/or third party interests

### **Trustee duties**

- support and provide advice on HIOWT’s purpose, vision, goals and activities, via the determination of, and adherence to, an ongoing strategic plan
- ensure adherence to good governance, by regular review of all HIOWT policies and procedures
- oversee HIOWT’s financial plans and budgets and monitor and evaluate progress
- ensure the effective and efficient administration of the organisation
- ensure that key risks are identified, monitored and controlled effectively
- review and approve HIOWT’s financial statements
- support and challenge HIOWT’s paid staff in the exercise of their delegated authority and affairs
- keep abreast of changes in HIOWT’s operating environment
- contribute to regular reviews of HIOWT’s own governance
- attend Board meetings, adequately prepared to contribute to discussions
- occasional attendance in working groups and / or support of the administrative team
- represent HIOWT in relevant meetings or events