

The Tennis Foundation (“Foundation”) – Role Description for the Chair of the Board of Trustees (“Board”)

Role Purpose

The role of the Chair is to provide leadership and direction to the Board, enabling the Trustees to fulfil their responsibilities for the overall governance and strategic direction of the Foundation and to work with the Trustees and executive team to develop the organisation’s aims, objectives and goals in accordance with the governing document and with legal and regulatory guidelines. This should be done in close partnership with the Executive Director to ensure that Trustees’ decisions are acted upon and the charity is managed in an effective manner. The Chair will act as an ambassador and as the public face of the charity in partnership with the Executive Director.

Principal responsibilities

Strategic leadership

- Provide leadership to the Board, ensuring that the Foundation has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Foundation.
- Ensure that the Board operates within its charitable objectives, and that there is a clear strategic direction for the Foundation.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and to satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure the sound financial health of the Foundation, with systems in place to ensure financial accountability.

Governance

- Ensure that the governance arrangements for the Foundation are working effectively.
- Develop the knowledge and capability of the Board.
- Ensure that there is adequate succession planning in place for the Board, the Executive Director and senior management team.
- Appraise the performance of the Trustees and the Board on an annual basis.
- Work within any agreed policies adopted by the Foundation.

External Relations

- Act as an ambassador for the Foundation including acting as a spokesperson, when appropriate.
- Maintain close relationships with key stakeholders of the Foundation, including the LTA and All England Lawn Tennis and Croquet Club.

Efficiency and effectiveness

- Chair meetings of the Board and, if nominated, its sub-committees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that the members of the Board are fully involved and that decisions are taken in the best, long-term interests of the Foundation with the Trustees taking collective responsibility for the decisions that are made.
- Foster and maintain constructive relationships with and between the Trustees.
- Work closely with the Executive and the Company Secretary to ensure that meetings are well planned, meaningful and reflect the responsibilities of Board.
- Check that decisions taken at meetings are implemented.

Relationship with the Executive Director and the senior management team

- Establish and build a strong, effective and constructive working relationship with the Executive Director, ensuring that he is held to account for achieving agreed strategic objectives.

The Tennis Foundation (“Foundation”) – Role Description for the Chair of the Board of Trustees (“Board”)

- Support the Executive Director, whilst respecting the differing responsibilities of roles of Chair and Executive Director.
- Ensure regular contact with the Executive Director to develop and maintain an open and supportive relationship and to maintain an overview of the Foundation’s operations.
- Conduct an annual appraisal and remuneration review for the Executive Director in consultation with other Trustees.
- Ensure that the Executive Director has the opportunity for professional development.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

Additional information

Remuneration:	The role of Chair is not accompanied by financial remuneration, although reasonable expenses may be claimed.
Term of Office:	The Chair (and board members) will serve an initial three-year term and be eligible for re-appointment for two additional terms.
Location:	The Foundation is based in London which is where its Board meetings take place.
Time commitment:	There are at least four Board meetings per year and an AGM. The Chair is also expected to have regular meetings with the Executive Director of the Foundation and also represent the Foundation from time to time at various events and meetings with key stakeholders.
Reporting to	The Board

The Tennis Foundation (“Foundation”) – Role Description for the Chair of the Board of Trustees (“Board”)

Person Specification

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the Foundation and its strategic objectives
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Have strong networking capabilities that can be utilised for the benefit of the Foundation
- Possess the ability to foster and promote a collaborative team environment
- Be able to commit time to conduct the role well, including for travel and for attending events out of office hours

Desirable Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement throughout their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the charity sector and the current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues