



CHAIR/CHAIRMAN – “YORKSHIRE TENNIS” (AKA THE YLTA)

RESPONSIBILITIES AS CHAIR AND A MANAGEMENT COMMITTEE (BOARD) MEMBER

- To provide leadership for the YLTA driving the sport to be truly inclusive.
- To be responsible for making sure that the Management Committee functions properly and that each meeting is planned effectively according to the Rules (Articles of Association) and that matters are dealt with in an orderly and efficient manner.
- To provide support to members of the Management Committee, as appropriate.
- To represent the YLTA in external meetings and events, save where the President undertakes such representation.
- To evidence the values of the YLTA and encourage others to so demonstrate as well.
- To attend relevant formal meetings of the Association, LTA or LTA Regional Volunteer Forums.
- To ensure the Management Committee is aware of any issues relating to the 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 ensure effective and relevant communication to all key stakeholders.
 - To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
 - 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 and to the relevant stakeholders.
 - To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

Specific Responsibilities

- Chair the Management Committee meetings.
- Verify the decisions are made correctly with a casting vote if necessary.
- Ensure that all Management Committee Members are notified of meeting dates.
- Ensure that all Management Committee Members have the necessary meeting documentation.
- Ensure that all Management Committee Members are aware of any tasks or actions that the Management Committee requires and that the members have agreed to carry out.
- To represent the Management Committee and report to Council (if there is one in place), at the AGM and other formal meetings and occasions of the Association.
- To recruit, motivate and train a number of self-employed administrators
- Ensure a skills audit is carried out annually to aid recruitment and succession planning.

Skills and knowledge

- Ability to Chair meetings effectively.
- Ability to create a culture of trust, diversity and inclusion within the Management Committee.
- Effective organisation, communication, diplomacy and presentation skills.
- A wide appreciation of movements in society and the position of tennis as a recreation and sport within it. To fully embrace the principles of inclusion and diversity in all YLTA activities.
- Knowledge of tennis and tennis club management, and of LTA strategy and activities.
- Some knowledge of Performance Pathways for players in the age range of 7 to 14 years old.
- Ability to work in a team and motivate others.

Effective as at 22nd April 2022