## Tunbridge Wells Lawn Tennis Club Limited Board Member Role Description

### Overview of the Role

Board members (Directors) represent the views of members at board meetings and help set our club’s direction. The board oversees the operations and finances of the Club and formulates the long-term strategy of the Club, as well as ensuring that the current facilities, both courts and clubhouse, are maintained to the standard members expect. Individual board members may be delegated to lead on projects, working closely with the Club Manager.

**What you will be doing**

Exact responsibilities will be agreed, and will depend on the role(s) you’re doing but will likely include:

* Attending and contributing to board meetings every 6 weeks
* Attending and supporting the running of the Annual General Meeting (AGM)
* Taking responsibility for leading a sub-Committee, which will discuss ideas and review proposals before feeding back to the board.
* Responsibility for a specific project or area such as marketing or HR and using your experience and skillset to assist the Club manager and give advice to the Board.
* Making decisions with the board in the best interests of our members and venue
* Supporting the chair, secretary, treasurer and other key volunteers in their roles
* Supporting the Club team through the designated lines of reporting.
* Providing support with the set-up and running of any club events.

**Skills and experiences needed for the role**

* Good communication skills
* Good listening skills
* Good organisation skills
* Good interpersonal skills

**Training and Induction**

You will receive a handover from the outgoing Board member who performed your role, or another existing Board member as appropriate, and a general induction from the existing Chair. Some self-learning may be required, the LTA hosts webinars covering many areas relating to matters concerning the Board and specific operational aspects which you may be asked to attend. If additional training is required this will be looked at on a role-by-role basis.

**Commitments**

The time commitment for this role is flexible and will depend on the role(s) you’re doing.

* Board meetings and Operations Committee meetings take place every 6 weeks, possibly running back- to-back, and last 3 hours, with some preparation required beforehand, in terms of reading management reports and any operational reports.
* Sub Committee meetings similarly, with 2 hours plus some preparation.
* Ad hoc weekly emails or calls depending on current projects and your role could require 1-2 hours during the week.

**Further Information**

Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.