TENNIS CENTRAL BOARD MEMBER POSITION DESCRIPTION

PURPOSE OF THE ROLE

Tennis Central Region has a key lead and support role in promoting and delivering tennis throughout the lower North Island.

Our Vision: “More people in tennis in the Central Region - participating, succeeding, enjoying – for life.”

Our Mission / Purpose: “To promote and support tennis in the Central region.”

Our Values: Dedicated, Community-focused, Effective, Trustworthy.

To effectively govern Tennis Central Region Inc. and to advance the long-term interests of tennis throughout the Central region (comprising Wellington, Hutt Valley, Kapi Mana, Wairarapa, Manawatu, Wanganui and Taranaki).

To act openly and honestly, in good faith and in the best interests of Tennis Central Region Inc. and in so doing support the organisation in fulfilling its Vision, Mission / Purpose and Goals.

KEY RESPONSIBILITIES

Working alongside the rest of the Board and the Chief Executive Officer, the Board Member will:

- Set the strategic direction, priorities and outcomes for Tennis Central Region Inc.;
- Support identification and implementation of opportunities to develop the sport of tennis in the region;
- Set policy and management performance measures;
- Understanding, identifying and managing risks; and
- Monitor the activities and the performance of the organisation.

Each Board Member shall apply the level of skill and judgment that may reasonably be expected of a person with his or her knowledge and experience. Board Members with special skill and knowledge are expected to apply that skill and knowledge as appropriate to matters that come before the Board.

Each Board Member is a fully accountable member of the Board.

TIME COMMITMENT

The Board meets monthly, with meetings typically lasting for 2 hours each month. It is expected that Board Members are prepared for meetings by reading in advance of each meeting the papers that are circulated.

There will also be some discussion and correspondence between Board meetings.

It is expected that Board members take an active role in leading portfolio areas that represent an area of expertise or interest.

APPOINTMENT & TENURE

Each Board Member is generally appointed for a maximum term of three years. From time to time circumstances may arise that mean a shorter term is appropriate.

A Board Member may serve multiple terms.

CONFLICT OF INTEREST

Ideally the Board Member should be free of any conflicts of interest. However where conflicts of interest are identified the Board Member is obligated to make these known and ensure these are recorded in the Conflicts of Interest Register.

DESIRED EXPERTISE

Expertise in some of the following areas are desired of Board Members:

- General business;
- Sports management;
- Marketing, communications and IT;
- Legal;
- Health & safety;
- Financial management; and / or
- Facility management.

PERSONAL ATTRIBUTES & SKILLS

The Board Member should ideally have the following attributes and skills:

- Strategic:
    - To appreciate and support the organisation's Vision, Purpose and Goals and be committed to a better future for tennis in the Central region;
    - To understand the position of the organisation in its markets and its relationship to key stakeholders, including Member Clubs and Associations, as well as Tennis New Zealand Inc.;
    - To ensure that strategies are adopted and processes implemented that will deliver desired outcomes for the organisation and the sport;
    - To look beyond the short-term and ensure that the Board adopts a longer-term approach to the sport of athletics; and
    - To see the big picture and the implications and impact of issues in the broader sense.

- General:
    - To make sensible, astute recommendations and business decisions;
    - To interpret both factual and conceptual information and make sound judgements based on that information;
    - To be able to distinguish between the separate, but complementary roles, of governance and management; and
    - To be a valued team member who adds value to the Board and the organisation.

- The Sport:
    - Knowledge of and/or experience in the sport of tennis is not essential. It is considered advantageous for the Board to have varied levels of knowledge and / or experience in the sport of tennis amongst the Board Members.

- Analytical:
    - To interpret financial statements and statistical information and the significance and meaning of appropriate performance indicators;
    - To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making; and
    - To remain objective and measured under pressure.