



Members Advisory Group – Role Description and Application Process

The Members Advisory Group (MAG) is a new body within the governance structures of Table Tennis England. Its main role is to provide strategic advice to the Board of Table Tennis England, reflecting the views of the table tennis community. Membership of MAG will be skills-based, representing different constituencies within Table Tennis England. There will be no more than 12 members, some from and representing Functional areas and some representing Players.

The Group is being set up by the Board on an interim basis so that its role and operating procedures can be developed as quickly as possible. Accordingly, 12 members are being sought to be appointed to this new body. The appointments are being made through an open, transparent process (to which anyone except the Board can apply) by an Appointments Panel that is independent of the Board.

Information about the role of MAG, the role descriptions and the application process are provided below. This is an excellent opportunity to be involved in developing the strategy of table tennis so that it can meet future challenges. Applications are encouraged from all age groups, genders, ethnic backgrounds and geographical locations so that MAG is fully representative of all parts of the table tennis community.

Background

In August 2017, the Board of Table Tennis England decided to undertake an independent review of governance arrangements within table tennis. An Independent Review Panel (IRP) was set up led by an independent Chair who was supported by governance experts and people with a broad knowledge of table tennis. The report is available on the TTE web site at:

<https://tabletennisengland.co.uk/wp-content/uploads/2017/09/TTE-Governance-and-Structure-FINAL-Report-July-2018.pdf>

A key recommendation of the IRP report was that governance arrangements within Table Tennis England could be strengthened by ensuring that the Board was able to draw high quality strategic advice from across the table tennis community. The MAG was identified as the best way of achieving this.

In its response to the report, the Board has broadly accepted the IRP's recommendations. Details of the Board's response are available on the Table Tennis England website

<https://tabletennisengland.co.uk/wp-content/uploads/2017/09/Board-Response-to-IRP-report.pdf>

The Board established a MAG Implementation Committee including Board and IRP members; its recommendations have been approved by the Board and are set out below

Role of MAG

Specific roles for MAG are set out in the IRP report.

The main role of MAG is to provide strategic advice to the Board, as well as providing a channel by which the table tennis community can raise strategic issues to be considered by the Board.

MAG will work closely with a series of MAG sub-groups, which will provide a breadth of knowledge and experience across key functional areas (see below). A key role for MAG members will be to develop this network of sub-groups. They will then work with them closely in order to understand and represent their views when advising the Board.



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Initial Implementation of MAG

In order to establish MAG as quickly as possible, the Board has decided to set up an Appointments Panel, independent of the Board, to make the initial appointments to MAG. As MAG develops, it will build links with the wider table tennis community and it is expected that in future the table tennis community will play a more direct role in the appointment or election of MAG members. Indeed, one of the roles of MAG will be to develop such appointment or election processes.

Role Description and Who Should Apply

A maximum of 12 members of MAG are to be appointed. Any member of Table Tennis England - except the Board and TTE staff - can apply. There will be six "Functional" roles and six "Player" roles.

The Functional roles will cover coaching, technical officials, competitions, clubs, leagues & counties, and schools. Applicants for these roles will be expected to demonstrate a deep understanding of particular functional areas and that they can build strong links with the table tennis community.

Those in the Player roles will be representative of the people who play table tennis at all levels. Normally, they will be active players themselves, but those who support players will also be eligible to apply.

More details about the role descriptions for both Functional and Player roles are given in Appendix A.

All members of MAG will need to demonstrate that they can think creatively in a forward-looking way about the future of table tennis. The ability to work constructively as part of a team will be important, as will the ability to communicate effectively with the table tennis community. Although those in functional roles will take the lead in developing specific sub-groups, all Members of MAG will be expected to contribute to building the sub-groups and supporting the network.

Members of MAG will be volunteers, and all roles are unpaid; expenses will be paid in accordance with the volunteer expenses policy. It is expected that there will be between two and four meetings of MAG per year at convenient locations. It is expected that each meeting will last up to 4 hours. Members of MAG will no doubt undertake tasks in between meetings and electronic communication methods will be used to facilitate this.

Governance Processes

Members Advisory Group shall be providing key advice to the Board and therefore it is essential that it operates under good governance principles similar to those that apply to the Board.

A person holding a paid appointment either individually or through a business contract with the Company or a person connected in any way with the manufacture, sale or endorsement of table tennis equipment or with consultation on such equipment may not be a member of MAG. Procedures will apply that ensure that Conflicts of Interest are avoided; these are described in Appendix A (of this document) and mirror those that apply to Board meetings. These provisions are subjected to a degree of materiality. It is not intended to prohibit, for example, a coach who may be paid to assist with a youth squad camp, or an official who receives the usual payment, or a club official whose club has received a small grant from being able to be a member of MAG. In the event



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that there is a question whether the Conflicts of Interest policy applies, it will be referred to the Governance and Risk Committee for determination.

Members of MAG will be subject to term limits with a maximum total term of eight years. Initial appointments will be for two or three years with the possibility of renewal; all subsequent appointment or election processes should take into account staggered changes in the composition of the Group and succession planning.

How to Apply

Administrative support for the application process is being provided by Head Office at Table Tennis England. Please submit your CV and a letter stating which role(s) you are applying for and why you think you can make an effective contribution to the work of MAG. You should submit this by e-mail to hr@tabletennisengland.co.uk. Please ensure you reference Members Advisory Group in the subject box when sending your email.

The closing date for applications is 16th November 2018. Interviews should be undertaken by early December 2018.

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APPENDIX A - Details of Role Descriptions

Members of MAG will come from all age groups, genders, ethnic backgrounds and geographical locations so that MAG is fully representative of all parts of the table tennis community.

All members of MAG will need to demonstrate that they can think creatively in a forward-looking way about the future of table tennis. The ability to work constructively as part of a team will be important, as will the ability to communicate effectively with the table tennis community.

Although those in Functional roles will take the lead in developing specific sub-groups, all Members of MAG will be expected to contribute to building the sub-groups and supporting the network.

Functional Roles

The functional roles will cover coaching, technical officials, competitions, clubs, league & county officials, and schools. The people applying for these roles will be expected to demonstrate a deep understanding of particular functional areas and that they can build strong links with the table tennis community.

Specific requirements relating to the Functional roles are set out below. All applicants must demonstrate a current involvement in the relevant function

A1 – Coaching

- Experience as someone who has played a significant role as a qualified coach (any level)
- Possess a current Coach License
- A good understanding of the issues faced by coaches
- A person who is respected within the coaching community
- An ability to build a network of coaches
- An ability to communicate & engage with the network

A2 – Technical Officials

- Experience as someone who has played a significant role as a qualified technical official (any level)
- A good understanding of the issues faced by technical officials
- A person who is respected within the technical officials community
- An ability to build a network of technical officials
- An ability to communicate & engage with the network

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A3 – Competitions

- Experience as someone who has played a significant role as an organiser in National Competitions (e.g. British League, County Championships, Grand Prix)
- A good understanding of the issues necessary for the successful development of competitions
- A person who is respected by those who organise competitions
- An ability to build a network of those who organise competitions
- An ability to communicate & engage with the network

A4 – Clubs

- Experience as someone who has played a significant role in setting up, managing or building a club (particularly a Premier Club or Accredited Club)
- A good understanding of the issues faced by clubs
- A person who is respected by others who manage and develop clubs
- An ability to build a network of clubs
- An ability to communicate & engage with the network

A5 – League & County Officials

- Experience as someone who has played a significant role in local league and/or county management
- A good understanding of the issues faced by local leagues and counties
- A person who is respected by their peers in other local leagues and counties
- An ability to build a network of local league and county officials
- An ability to communicate & engage with the network

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A6 – Schools

- Experience as someone who has played a significant role in schools table tennis, preferably including schools' county associations
- A good understanding of the issues faced by schools
- A person who is respected by their peers in other schools
- An ability to build a network of schools
- An ability to communicate & engage with the network

Player Roles

There are no specific job descriptions as there are for the Functional roles. Rather, the requirement is for 6 people who reflect the diverse nature of table tennis players at all playing levels (from social/recreational players through local league players to those who play in national competitions and higher levels).

The intention is that these roles will be filled people who themselves are currently active in playing table tennis. However, applications are also welcome from associate members eg those who support players, particularly parents.

The 6 roles will be filled by people who can demonstrate a good understanding of the views of the different constituencies within the Table Tennis community and can articulate these views within MAG. These different constituencies cover (but are not restricted to) all age groups, genders, ethnic backgrounds, and geographical locations.

The people appointed will have demonstrated they have the ability and skill sets to contribute positively towards the work of MAG.

Table Tennis England is an equal opportunities employer and welcome applications from all suitably qualified persons, regardless of their race, gender, disability, religion/belief, sexual orientation or age. A copy of the policy can be found on the Table Tennis England website.