

TABLE TENNIS ENGLAND ROLE DESCRIPTION & PERSON SPECIFICATION

ELECTED NON EXECUTIVE DIRECTOR to be known as ELECTED DEPUTY CHAIRMAN

THREE VACANCIES

Status: Voluntary

Remuneration: £1,500 Honorarium per annum plus expenses

Term of Office: 4 years from 30 June 2019 (the day after AGM)

Time Commitment: 15-20 days per annum (including attendance at Board, sub-committee and other meetings and competition/events)

Table Tennis England is the National Governing Body for table tennis in England, affiliated to and recognised by the International Table Tennis Federation and the European Table Tennis Union. Its vision is that 'Everybody is talking about table tennis' and aspires to be recognised as a world leading National Governing Body, delivering a diverse and dynamic sport that transforms lives, connects communities, achieves excellence and inspires medal-winning performances.

Table tennis is going from strength to strength with the Active Lives survey identifying that some 450,000 people regularly play table tennis. The association is on a journey of transforming its governance and has a strong Board to implement this transition, ensuring that the membership is aligned with the vision.

Following changes introduced in 2017 in accordance with the Code of Sport Governance, we are seeking three elected directors to join the Board for a four-year term (which may be renewed for a further four years). Each elected director will be called an Elected Deputy Chairman.

The Board comprises 12 directors; the Chairman, three elected directors from the membership, three independent directors, four appointed directors from the membership and the Chief Executive Officer. The Board is the body that sets the strategic direction and takes decisions to implement the strategy. There are a number of Board sub-committees and all directors are expected to sit on at least one sub-committee depending on their skills and experience.

You must be a member of Table Tennis England to be eligible for election and you must be nominated by at least two company members. All details regarding the election process itself are available on the website.

In accordance with article 20.1 of the Articles of Association 'A person other than the Chief Executive Officer holding a paid appointment 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 director of the Company.'

ROLE DESCRIPTION:

A company director is a member of the Board who assumes the shared collective responsibility and fiduciary duty of the Board to determine and implement the company's strategy and policies. It is important that the Board is made up of individual directors with a varied and complimentary skillset, knowledge, experience and competencies. All eligible candidates are welcome, however specific areas of expertise being sought include:

- Table tennis
- Strategy setting
- Governance and administration
- Commercial and marketing
- Communications and PR
- Coaching
- Performance Sport
- Sports Development

KEY RESPONSIBILITIES:

All Directors are required to take collective responsibility for five key areas:

- Strategy

Directors should challenge and help develop proposals on strategy, set Table Tennis England's vision, values and standards and ensure that its obligations to the membership are understood and met. The Board should set the strategic aims and ensure that the necessary human and financial resources are in place for Table Tennis England to meet its objectives.

- Finance

The Board will set the budget, approve the Annual Operating Plan and monitor financial performance.

- Performance of the Executive

Directors should scrutinise the performance of the Chief Executive Officer and the Senior Leadership Team in meeting agreed goals and objectives and monitor the reporting of performance.

- Risk

Directors should provide leadership of Table Tennis England within a framework of prudent and effective controls, which enable risk (including financial, legal and reputational risk) to be assessed and managed. Directors should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.

- Stakeholders and People

Directors should be aware of the interests of all stakeholders (including funding agencies and the membership) and should have a role in approving the staff structure and appointing and reviewing the performance of the Chief Executive Officer and through him/her the Senior Leadership Team.

Whilst all Directors have a duty to engage with the membership, the Elected Deputy Chairmen are expected to carry some additional responsibilities as they are elected to represent the membership on the Board and in turn will be expected to visibly represent the Board to the membership. Additional responsibilities of Elected Deputy Chairman include:

- Attendance at various table tennis competitions
- Attendance at a number of League and County AGMs
- Liaison with the Members' Advisory Group (one Elected Deputy Chairman will be assigned this role)

PERSON SPECIFICATION/KEY SKILLS:

- Relevant experience, ideally as a company director, trustee, governor or partner in the commercial, charity or voluntary sector
- honesty, integrity and credibility in the table tennis community;
- a thorough knowledge of and commitment to the Table Tennis England's mission, its objectives and core values;
- commitment to promote the highest standards of corporate governance and seek compliance wherever possible;
- the ability to represent and promote Table Tennis England externally;
- a knowledge of the structures, controls and politics of British and/or international sport;
- the highest standards of integrity and probity;
- the ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately;
- the ability to work strategically as part of a team and to lead effectively in specific areas if required;
- a willingness to participate in meetings, ask questions and take responsibility;
- tolerance and consideration of different views;
- a track record of acting in good faith and in the best interests of an organisation;
- ability to listen, analyse, think clearly and work well with others.

ELECTION PROCESS

- Each Company Member can nominate 1 person per vacancy (3 current elected vacancies).
- To be valid a nomination paper must be signed by the Company Member and be received by the person designated by the Board as the returning officer by a date decided by the Board.
- To be effectively nominated, a person must be named in at least two valid nomination papers, must have lodged with the Company not later than the closing date for nominations a signed consent to nomination for that office and must not have withdrawn from nomination by the date prescribed by the Board as the last day for withdrawal.
- If the number of effective nominations exceeds the number of vacancies, voting shall be by postal or online ballot of the Company Members conducted in such manner as the Board shall from time to time decide.
- An Elected Director shall hold office for a term that begins on the day after the Annual General Meeting following his election and terminates not later than the end of the fourth Annual General Meeting thereafter.

Closing date for Nomination Papers and Consent to Nominate: Tuesday 14th May 2019

More details about the election process can be found here

<https://tabletennisengland.co.uk/our-sport/governance/elections/>

Any questions should be address to the Returning Officer Caroline Williams at election@tabletennisengland.co.uk