

KEIGHLEY TABLE TENNIS CENTRE CIO

TRUSTEE ADVERT

JUNE 2020

Keighley Table Tennis Centre entered its 11th year of operation in 2020 and has had a considerable impact in the community since its inception. We are under-going a re-structure to ensure there is a heavy focus on longer term sustainability and this is an exciting opportunity for additional volunteers to join the Board of Trustees. We seek to appoint 2-3 new Trustees to join the Board.

The facility has over 100 members plus many more stakeholders who use the centre on a regular basis. We host a very popular and well-established archery club, an over 50s art group and various other social/recreational groups. The Board of Trustees are responsible for the general running and decision making related to the facility.

The facility is heavily reliant on the goodwill of volunteers both on-site and in a more strategic position. If you feel you can support in either way, we would love to hear from you.

All Trustees have an active involvement with the facility. There are three areas we would like to match suitable new Trustees to:

Trustee focus	Detail
Bookings	Manage the booking system and develop ways to improve the current system.
Legal – basic legal requirements expected of a charity	Charity Return documents; financial return documents and health and safety reviews. Whilst these areas would benefit from someone who has experience of carrying out these tasks, they are all achievable by someone who has experience of dealing with formal paperwork. Professional help is sought at all points. Other areas include policies, procedures and formal discussions with the landlord and other stakeholders.
Fundraising and Development	Create a 10-year development plan which may involve the creation of a small sub-committee of volunteers to implement and action some fundraising events. The Trustee with overall responsibility for this area would oversee the sub-committee.

NB: the roles and responsibilities of the charity Trustees go well beyond the above, but these are the areas that we feel new Trustees could have the biggest impact. There will be additional responsibilities linked to regular Trustee meetings and demands for the organisation as they arise. All Trustees have an equal responsibility for general decision making in all areas of the organisation through consultation with the stakeholders.

If you have experience – or indeed expertise – in any of the above areas, we would love to hear from you!

We look for voluntary colleagues who will be team players; flexible in their approach; accommodating to all; adaptable no matter the circumstances and cooperative in their approach. We also look for individuals who are passionate about moving the organisation forward to bring the wonderful facilities to an even wider audience with improved quality of service. Please only apply if you possess these personal qualities.

If you would like an informal discussion, please do not hesitate to contact us on: info@keighleytabletennis.co.uk and one of the current Trustees will get back to you.

Due to the current situation with Covid-19, the Trustees have not allocated a deadline for interested applicants for the time being.

KTTC accepts and positively welcomes expressions of interest regardless of age, race, ethnicity, gender, disability, marriage and civil partnership status, gender identity, background, religion, faith, sexual orientation, belief or nationality.

How to express an interest and apply:

Anyone who feels they can positively contribute to the running of the facility, particularly within the areas identified above, should complete the accompanying 'Expression of Interest' form ensuring it does not go beyond one page, then return to: info@keighleytabletennis.co.uk