



## TABLE TENNIS ENGLAND ROLE DESCRIPTION & PERSON SPECIFICATION

### ELECTED NON EXECUTIVE DIRECTOR

**Status:** Voluntary

**Remuneration:** £1,500 Honorarium per annum plus expenses (subject to annual review)

**Term of Office:** 4 years (subject to a change in the articles of association being approved at the AGM)

**Time Commitment:** 15-20 days per annum (including attendance at Board, sub-committee and other meetings and competition/events. This can include daytime, evening and weekend hours)

### ABOUT:

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 most recent pre-pandemic 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.

The last 12 months has been challenging for all of society and sport in general has been badly affected. Recovery from the coronavirus pandemic is central to the short and medium-term strategy and this summer the Board will also be reviewing the longer-term strategy, currently called Mission 2025.

A vacancy for an elected non-executive director has arisen and the voting membership are invited to elect a new director to the Board. Under the current articles of association, the newly appointed director would fulfil a term that would expire at the AGM in 2023. However, the Board is proposing a change to the articles at this year's AGM, which if passed would mean that the Board could confirm that the newly elected director's term of office would instead be for 4 years from the date the election result is announced.



**Table Tennis England**  
Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA  
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Table Tennis England is a trading name of English Table Tennis Association Limited, registered in England at Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA. Registered in England Company number 04268058



## **ROLE DESCRIPTION:**

Table Tennis England is a limited company and the Board comprises 12 directors; the Chairman, three elected directors, seven appointed directors and the Chief Executive Officer. The Board is responsible for managing the business of Table Tennis England, working collaboratively with bodies such as National Council and the Members' Advisory Group. It focuses primarily on strategy, governance, finance, risk, stakeholders and the oversight of the executive team which is led by the Chief Executive Officer. 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.

A non executive 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 complementary skillset, knowledge, experience and competencies. The Board has a diverse range of skills, experience and professional acumen from the table tennis family and from industry and business. The Board regularly monitors its own members through the skills matrix which is reviewed annually. All eligible candidates are welcome, however specific areas of expertise are currently being sought and include:

- Table tennis – club development, coaching/coach education
- Income generation – fundraising, sponsorship
- Health and wellbeing – physical, mental

## **PERSON SPECIFICATION/KEY SKILLS:**

In addition to professional and/or table tennis skills and experience there are key personal attributes that directors must be able to evidence:

- Understanding of and commitment to the legal and regulatory duties of a director
- Understanding of and commitment to the highest standards of corporate and sports governance
- Highest standards of honesty, integrity and credibility
- Thorough knowledge of and commitment to Table Tennis England's mission, its objectives and core values
- Effective influencing and communication skills with the credibility to build trust and nurture strong relationships with internal and external stakeholders at all levels
- Knowledge of the structures, controls and politics of British and/or international sport
- The ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Tact and diplomacy with the ability to listen and engage effectively
- The ability to work strategically as part of a team and to lead effectively in specific areas if required



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- 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
- Commitment to training and personal development

Training will be offered and undertaken both individually and collectively by the whole Board throughout the term of office.

You must be a current 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.'

All prospective candidates are strongly encouraged to review the documents provided in the attached Pre-appointment Information Pack. Current Board members are willing to speak to any prospective candidate and should you wish to have a confidential conversation please contact Vicky Wiegleb on [victoria.wiegleb@tabletennisengland.co.uk](mailto:victoria.wiegleb@tabletennisengland.co.uk) who will make the arrangements.

### **KEY RESPONSIBILITIES:**

All directors are required to take collective responsibility for the business of the Board which includes strategy, governance, finance, risk, stakeholders and oversight of the executive staff. Directors do not come to the Board solely to represent a particular interest group or to advance a singular agenda.

#### **The role of the non-executive director is:**

- To promote the highest standards of corporate and sport governance throughout Table Tennis England
- To make an effective contribution to the role of the Board in accordance with their legal and regulatory duties as a director
- To act as a representative and strong advocate of the work of Table Tennis England
- To promote a culture of openness, transparency and respect throughout Table Tennis England
- To ensure that Table Tennis England acts responsibly having due regard to its reputation and that, as a national governing body, it does the right thing in the right way for its members and wider stakeholders including participants, volunteers, partners and funders
- To ensure that Table Tennis England achieves its purposes in accordance with its articles and holds itself accountable to all its major stakeholders
- To uphold its duty of care towards all participants, coaches, volunteers, officials and members of staff.



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The Board has recently confirmed some additional principles regarding the role of Elected Directors given that their route to the Board is via election from the membership. Elected Directors will be visible to and communicate with the membership as their elected representatives on the Board and will be a voice of the membership on the Board and in the decision-making process. In doing that Elected Directors will specifically be expected to fulfil the following functions:

- Initiate and develop contacts and communications with Leagues, Counties, Regions, clubs, individual members
- Attend a number of National Council, General Meetings, Regional/National conferences; member activities e.g. tournaments, webinars
- Be invited to lead or be involved in member-focused 'standing' Committees, e.g. MAG, Regional Forum, and/or Board Sub-Groups.
- To be on the Nominations Committee to ensure the membership voice is represented in the appointment of the Chairman, Directors and CEO
- An Elected Director will undertake the role and responsibilities of Chairman in the event that the appointed Chairman is unable to continue with his or her role on a permanent or temporary basis, until such time as the Chairman returns to position or another permanent appointment is made



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## **ELECTION PROCESS**

- Each Company Member can nominate one person.
- 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 more than one effective nomination is received, 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.
- Candidates will be invited to submit a statement and/or short video which will be published on the Table Tennis England website and distributed to all Company Members.
- Subject to a proposed change to the articles of association the successful Elected Director shall hold office for a term of 4 years that begins on the day the election result is announced. 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:** Thursday 15 April 2021

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](mailto:election@tabletennisengland.co.uk)



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