

## **NON-EXECUTIVE DIRECTORS**

### **TWO VACANCIES – ONE OF WHICH MUST BE INDEPENDENT**

#### **Role Description**

**Status:** Voluntary

**Remuneration:** Expenses (in accordance with relevant policy)

**Time Commitment:** 8 – 12 days per annum (including attendance at Board and Committee meetings and competition/events)

**Term of Office:** 4-year term (with possibility of being renewed for a further 4-year term)

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.

The Board comprises 12 non-executive directors; the Chairman, three elected directors, three independent directors, four appointed directors from the membership and the Chief Executive Officer. The Board is the body that sets the strategic direction, takes decisions to implement the strategy and ensures delivery of the strategy by the executives. 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.

We currently have two vacancies; one independent director and one appointed director from the membership. The Board has defined 'independent' as being an individual who, to an objective observer, is not currently actively involved in table tennis.



**Table Tennis England**  
Bradwell Road, Loughton Lodge, Milton Keynes, MK8 9LA  
T 01908 208860 E [help@tabletennisengland.co.uk](mailto:help@tabletennisengland.co.uk)  
[www.tabletennisengland.co.uk](http://www.tabletennisengland.co.uk)

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:**

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 currently being sought include:

- Commercial, marketing and/or fundraising
- Performance Sport
- Legal
- Sports Development including experience or an interest in inclusivity

## **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



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systems of risk management are robust and defensible.

- Stakeholders and People

Directors should be aware of the interests of all stakeholders including but not limited to the membership and funding agencies such as Sport England and UK Sport. Directors will also share an interest in the welfare of the staff.

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

- Relevant non-executive experience, ideally as a company director, trustee, governor or partner in the commercial, charity or voluntary sector;
- Knowledge of and commitment to Table Tennis England's mission, its objectives and core values;
- Commitment to promote the highest standards of corporate governance and seek compliance wherever possible;
- Experience of membership organisations;
- The ability to represent and promote Table Tennis England externally;
- Knowledge of the structures, controls and politics of British and/or international sport;
- The highest standards of integrity, probity and credibility;
- 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.

We are specifically (but not exclusively) interested in candidates with any of the following skills and experience:

- Marketing/commercial and/or fundraising (corporate, philanthropic or campaign driven);
- Performance sport, not necessarily table tennis specific;
- Legal;
- Development sport, including the challenges of making a sport inclusive and dealing with societal issues.



## **APPLICATION PROCESS:**

Applications should include a CV and personal statement, sent to:

Ann Nixon  
Executive Assistant  
Table Tennis England  
Bradwell Road  
Loughton Lodge  
Milton Keynes  
MK8 9LA

Or by email [ann.nixon@tabletennisengland.co.uk](mailto:ann.nixon@tabletennisengland.co.uk)

**Closing dates for applications: 6<sup>th</sup> November 2019**

**Interviews will be held on: 14<sup>th</sup> November 2019**

**First Board Meeting for the successful candidates is the annual two-day meeting on 12<sup>th</sup> – 13<sup>th</sup> December 2019 in Milton Keynes.**

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



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