

NATIONAL COUNCIL GUIDANCE (update 30 July 2015)

1 National Council

The National Council's role is one of a communication, advisory and representation link between their members and the Table Tennis England Board.

1.1. National Council is defined in Section 36 of the Articles:

36.1 There shall be a National Council consisting of one National Councilor appointed by each County Association.

36.2 The duties of the National Council shall be;

36.2.1 To act as a channel of communication between the Board and Affiliated Organisations and Affiliated Members:

36.2.2 To consider matters referred to it by the Board, Affiliated Organisations and Affiliated Members;

36.2.3 To make recommendations to the Board.

36.3 The National Council shall prescribe and regulate its own procedures.

2. Governance of Table Tennis England

Table Tennis England is the National Governing Body for the sport in England. It is a limited company ("English Table Tennis Association Limited" trading as Table Tennis England) whose Articles are posted on the website at <http://tabletennisengland.co.uk/wp-content/uploads/2011/12/Articles-2014-15.pdf>

The Board

2.1. Key strategic and financial decisions are made by the Table Tennis England Board which is made up of 12 people (including the CEO) www.tabletennisengland.co.uk/news/profiles-of-our-board-of-directors/. Three members of the Board, the Chairman, Deputy Chairman and Treasurer are elected by Company Members every 4 years. The CEO is automatically a Board member while holding that post. The rest of the members, who are appointed by a Board selected panel and are chosen based on their skills, are in post for a maximum of 4 years with the opportunity to be considered for a second term. The Board meets 4-6 times a year.

Company Members

2.2. A company member represents the Table Tennis England membership within their particular area. A company member can be an individual company member (Board member), a County Representative Company member (National Councilor) or a League Representative. There are currently 285 company members. When it comes to a vote at the AGM each company member carries the number of votes

within their area, for example the Crewe league has 43 members and therefore their representative carries 43 votes, whilst a National Councilor carries the total number of votes within their area i.e. the aggregated number of league votes in their area

President

2.3. The President is the titular head of the Association but does not engage in matters of policy unless holding the right to do so in another capacity. The President has the right to attend all meetings of the Association including annual general meetings, meetings of the Board, and the National Council, with the right to speak but not to vote unless holding the right to do so in another capacity.

AGM

2.4. Company members and Affiliated Members are invited to the AGM which takes place annually, usually in July. Company Members are entitled to speak and vote; Affiliated Members may speak with the permission of the Chairman but not vote. This is where the annual report is presented, accounts are laid, and voting takes place for such matters as increases in membership fees and proposals to amend the Articles.

Support and Advisory Network

2.5. Whilst the Board and Table Tennis England staff have been chosen for their relevant skills as well as enthusiasm for Table Tennis there may be activities when extra support, expertise and engagement with key interested parties may be required.

2.6. A Support and Advisory Network has been established to support the organisation in linking with its members and utilising the expertise that exists.

The Network includes two different aspects:-

- I. Support Groups for those operational matters not undertaken by staff
- II. Individual Advisers for those operational matters undertaken by staff

All work with the Heads of Department reporting to the Chief Executive and Board

2.7. The configuration of these groups will differ based on the requirements of each one but in principle should consist of volunteers or external advisors and Table Tennis England staff.

2.8. Additionally there are a number of Board subgroups in existence which mainly consist of Board members and Table Tennis England staff with, in some cases, support from other members. These support the more strategic and governance aspects of the organisation with recommendations being made to the Board.

3. Roles and Responsibilities

The Role of the National Councillor

Each County elects a representative to serve on the National Council of Table Tennis England and attend meetings. The Councillors receive reports from Board members and discuss topics of interest to table tennis in England.

They have a dual function: to act as an advisory panel to the Board; and to act as a liaison and contact point between the regions, counties, leagues, clubs, players and/or special interest groups they represent.

- 3.1. Table Tennis England's main communication forum is National Council which will act as the link between the members at every level and the Board. Thus there will be clear lines of communication from grass roots table tennis to the Board.
- 3.2. That National Councillors have a key responsibility to ensure good communications between the members on the one hand and the Board on the other, through all sections of the Associations structure. It is therefore vital that National Councillors have clear established lines of regular contact with the members. This can be done via email or through regular meetings, regular county meetings and regional committees to understand issues, identify best practice and communicate to members.
- 3.3. The Board, CEO and staff have a key responsibility to do everything possible to help National Councillors fulfil their role, again communication being the priority.
- 3.4. Table Tennis England staff will act as the initial line of communication and support for National Council issues.
- 3.5. Wherever possible the Board will consult National Council on major appropriate policy matters before it takes a final decision
- 3.6. Should a National Councillor be unable to attend an a National Council meeting and wish their Deputy to take their place the General Secretary should be made aware as soon as possible before the meeting.

4. Communication

- 4.1. Clear communication routes are important in order that key messages come from grass roots Table Tennis to the Board and back down to grass roots with National Councillors as a vital link between the two.
- 4.2. Members need to be aware that National Council is a focal point of communications – it is important that National Councillors know and understand what issues are concerning their members and deal with it appropriately e.g. answer it, pass it to a club/coach, pass to a member of the Table Tennis England

staff, identify if it is a regional issue and raise it to the Regional Committee Chairman, raise it at a National Council Meeting.

- 4.3. Table Tennis England staff are always available to support in their professional capacity and it is appropriate to contact them in respect of their specific departmental roles. A web link providing an organisation structure detailing who to contact is detailed below:-

<http://tabletennisengland.co.uk/wp-content/uploads/2011/12/Staff-Structure-Final-July-14.pdf>

The main reception contact details are below:-

01908 208860

Email: help@tabletennisengland.co.uk

- 4.4. The role of Board members has now changed and any queries that a National Councillor may have should be addressed to the appropriate Table Tennis England department.

5. Meetings

- 5.1. National Council meetings are a key opportunity to discuss important and relevant issues and subsequently influence.
- 5.2. National Council meetings are not a forum for micro issues or accepting minutes, but a forum to allow members to speak, fully contribute and discuss issues which will lead to action/actionable recommendations which relate to Table Tennis in England.
- 5.3. National Councillors will receive Board and Committee minutes electronically when they become available.

Timings

- 5.4. National Council meets 4 times a year – normally October, January, April and on the day of the AGM in July.
- 5.5. Meetings start at 1pm (except on AGM day) and finish by 4.30 to 5pm; lunch will be available from 12 noon to allow for networking, which is regarded as important and a key aspect of the National Council meeting.
- 5.6. Board and National Council meetings will no longer be the same weekend but will be spaced out in a coordinated way. This will ensure that the two way communication between Board and National Council is augmented and allow key issues and recommendations by National Council to be represented at Board meetings and key decisions affecting members being discussed by the Board to be reviewed by National Council.

6. Attendance

(Note the Articles specify that only county representatives are members of National Council).

- 6.1. The Chairman, Deputy Chairman, Treasurer and CEO are expected to attend all meetings as key members of Table Tennis England.
- 6.2. Other directors are expected to attend the meeting on AGM day and will be invited to, but will not necessarily all attend every meeting.
- 6.3. Table Tennis England Heads of Department are expected to attend.
- 6.4. Other current non-member attendees will be invited to the meeting such as Regional Committee Chairmen and selected organisations of Good Standing as detailed in the standing orders.
- 6.5. Subject to the Council Chairman's agreement experts who have a knowledge of a specialist subject being discussed at Council can be invited to attend for that item

7. Council Chairman and Secretary

- 7.1. Table Tennis England Chairman's role will be to contribute to the discussion and will not chair the meeting.
- 7.2. The Council Chairman is appointed by National Councillors for a period of one year – commencing from the October/November meeting to the July meeting the following year.

The Role of the Council Chairman

Chairman of the meeting is responsible for facilitating the meeting, ensuring its timings, focus and effectiveness, and that clear, concise and actionable recommendations come from the meeting. It is also incumbent on the Chairman to ensure that acceptable behavioural standards are maintained.

- 7.3 The CEO of Table Tennis England will arrange a Secretary for the meeting.

8. Papers

- 8.1. Board and committee minutes and non-confidential supporting papers will continue to be circulated 14 days in advance electronically rather than by post.
- 8.2. Hard copy papers will be circulated by exception to those without access to email.
- 8.3. Where it is essential that a particular document is available in hard copy for members during the meeting to aid discussion, it will still only be circulated

electronically but the email circulating it to members will advise that it will also be made available in the ante room before the meeting.

9. Agenda

- 9.1. The agenda will consist of timetabled slots but the Chairman of the meeting will have discretion to vary the timetable if the discussion warrants it.
- 9.2. There will be an introduction from the Table Tennis England Chairman.
- 9.3. The CEO and Heads of Department will submit written reports (presumed read before the meeting to ensure movement through the agenda) and answer questions.
- 9.4. A councillor may formally propose that any part of a report may be reconsidered
- 9.5. If Council resolves that any a part of a report should be reconsidered the Board will be requested to give the matter further consideration and report back its view.
- 9.6. The financial part of the Operations Department report and questions on it will be by the Treasurer and Head of Operations together. The Treasurer will submit an overview narrative report of the financial position. The agenda will state that councillors should give advance notice of detailed financial questions. If advance notice is not the Treasurer may opt to reply in writing rather than orally at the meeting.
- 9.7. Organisations of good standing are able to submit written reports at each meeting and will have an opportunity to present orally annually.
- 9.8. Each meeting (except possibly the one on the day of the AGM) will discuss one or more major policy topics chosen from those put forward by individual councillors or requested by the Board and notified 28 days in advance, normally with a supporting paper, circulated beforehand. This part of the meeting will generally take place in smaller workshops.
- 9.9. Councillors, Board and Table Tennis England Staff may submit suggested agenda items, including potential guest speakers, to the Head of Operations along with an optional supporting paper 28 days in advance of the meeting. Meeting agendas can become congested and occasionally priority items may have to take precedence, therefore papers may have to be postponed to another meeting but an item submitted by a councillor will not be left off the agenda without that councillor's consent.
- 9.10. If appropriate and not on all occasions, agenda items will be circulated and National Councillors will be asked to indicate priorities.

- 9.11. If appropriate, Regional Chairmen may submit an item which is both relevant to their region and to the whole of Table Tennis.
- 9.12. After appropriate consultation with the Company Chairman and CEO the final decision for agenda items will be made by the National Council Chairman.
- 9.13. The Agenda and papers will be circulated a minimum 14 days in advance of the meeting.

10. Voting

- 10.1. Only National Councillors (or their Deputy National Councillor) can vote at meetings. It is only one vote per county.

