



## **Terms of Reference**

# **Tennis Ireland Notifiable Incident Committee**

**Approved by the Board of Tennis Ireland on 23<sup>rd</sup>. November, 2021**

This document describes how the Tennis Ireland Notifiable Incident Committee is constituted within Tennis Ireland and the roles and responsibilities of the Committee.

It also details some operational procedures as to how the Committee should conduct its business.

**Tennis Ireland, Dublin City University, Glasnevin, Dublin 9**

**+353 (0)1 884 4010**

**[info@tennisireland.ie](mailto:info@tennisireland.ie)**

**Tennis Ireland (“TI”) Notifiable Incident Committee**

## **1. Purpose of the Committee**

The role and responsibilities of the Notifiable Incident Committee are **(i)** to investigate and report to the TI Board as to the reporting and handling of an issue involving a former employee and/or contractor of the Munster Branch who pleaded guilty in court on Thursday 15 July 2021 to certain child pornography offences; **(ii)** to make recommendations as to the reporting and handling of such like matters; and **(iii)** to review the TI structures for considering such like matters and the suitability of such structures and to make recommendations as to improvements to such structures.

## **2. Membership of the Committee**

2.1 The initial members of the Committee are Louise Byrne, Paul O'Connor and David O'Beirne. Additional members may be appointed by the TI Board from time to time. Members of the Committee may be removed as the TI Board may decide from time to time.

## **3. Quorum and meeting procedures**

3.1 The quorum for the transaction of the business of the Committee shall be three (3).

3.2 The members of the Committee shall appoint one of their number as chairperson of the Committee. In the absence of the Committee chairperson, the remaining members present shall elect one of themselves to chair the meeting.

3.3 The Chairperson shall appoint the secretary of the Committee.

3.4 Members may attend a Committee meeting in person or through the use of video or conference telephone or other electronic means whereby all persons participating in the meeting may hear each other speak.

## **4. Attendance at meetings**

4.1 Only Committee members have the right to attend Committee meetings. The Committee may invite other non-voting individuals to participate in Committee meetings, as considered necessary or desirable by the Committee.

## **5. Frequency of Meetings**

5.1 Meetings shall be held at such times as a majority of the Committee decide from time to time.

## **6. Notice of Meetings**

6.1 Meetings of the Committee shall be called by any member of the Committee.

6.2 Unless otherwise agreed, notice of each Committee meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee (and any other person required to attend the meeting) no later than three (3) days before the meeting. Any supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

## **7. Minutes of Meetings**

7.1 The Secretary of the Committee shall ensure that a formal record of Committee proceedings and resolutions is maintained.

7.2 Following approval of the minutes of each Committee meeting by the Chairperson of the Committee, the minutes shall be circulated to all members of the Committee.

## **8. Authority of the Committee**

The Committee is authorised by the TI Board to:

8.1 Investigate, or cause to be investigated, any activity within its terms of reference;

8.2 Obtain at the Company's expense external legal or independent professional advice from such advisers as the Committee shall select, who may, at the invitation of the Committee, attend meetings as necessary;

8.3 Seek any information that it requires from any employee of the Company in order to perform its duties and require all employees to co-operate with any request made by the Committee; and

8.4 Conduct its business, adjourn and otherwise regulate its meetings as it shall see fit.

## **10. Reporting Procedures**

10.1 The chairperson of the Committee shall report to the TI Board at regular intervals on the matters the Committee has reviewed, making recommendations when requested or when the Chairperson of the Committee considers appropriate.

## **11. Resources**

11.1 A TI Office Staff member may assist the Committee in its work if requested.

11.2 The Committee members will be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard TI Board Policy on expenses.