

Regulation 26 (j) Tennis Ireland Committee Terms of Reference:

Approved by the TI Board on 29th. December 2021



Terms of Reference

Regulation 26 (j) Tennis Ireland Committee

This document describes how the Regulation 26 (j) Tennis Ireland 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.

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Terms of Reference

Regulation 26 (j) Tennis Ireland Committee

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Tennis Ireland Board ("**Board**").

1. Composition of the Committee

The Regulation 26 (j) Committee shall consist of two Representative Directors appointed by the Board from two of the 4 Branches, two other directors, not being Representative Directors, also appointed by the Board and an independent person (who is not a Director of the Board) chosen by the President of Tennis Ireland.

Members of the Committee shall hold office until they resign or are removed by a resolution of the Board.

2. Quorum

The quorum for the transaction of the business of the Committee shall be three.

3. Communication & Authority Structure

The Committee will report directly to the Board in writing through the Chairman of the Board, copying the Company Secretary.

The Committee must keep a record of all meetings and decisions and provide reports and/or information to the Board within ten days of meetings.

4. Role

The Committee will conduct such approvals as are required by Regulation 26 (j) of the Constitution of the Company ("**the Constitution**").

5. Operational Matters

The Committee shall meet as often as required to fulfil its objectives. Meetings may be conducted by means of conference telephone or other electronic means whereby all persons participating in the meeting may hear each other speak.

The Chair of the Committee should attend the AGM to answer any questions which may be raised by the membership

6. Resources

The Committee members shall be entitled to claim mileage and subsistence expenses from their respective branch during their time in office and pursuant to standard Tennis Ireland Board policy on expenses.

Accommodation expenses must be approved in advance through the Tennis Ireland office who will handle all bookings