



## **Terms of Reference**

### **Tennis Ireland Covid-19 Committee**

Approved by the Tennis Ireland Board 1<sup>st</sup> April 2020

This document describes how the Tennis Ireland Covid-19 Committee is constituted within Tennis Ireland and the role and responsibility 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**

**Terms of Reference**

## **Tennis Ireland Covid-19 Committee**

Pursuant to a resolution passed at a Board Meeting of Tennis Ireland ('**TI**') on 1 April 2020 it was resolved that a Covid-19 Committee be established.

The following Terms of Reference apply to the Covid-19 Committee and are subject to alteration or amendment at any time by resolution of the TI Board ("**the Board**").

### **1. Composition of the Committee**

The Covid-19 Committee shall comprise the CEO of TI (currently Richard Fahey), the Chairperson of TI (currently David O'Beirne), the secretary of TI (currently Rosamund Thompson), the TI Director with the finance portfolio (currently Paul O'Connor) and a representative from each of the 4 TI Branches (currently Ciara Jennings (Connacht), Robert Cummins (Munster), Rosamund Thompson (Ulster) and Tom Shelly (Leinster)).

Members of the Committee shall hold office until the earlier of (i) the expiration of the current Covid-19 health crisis; and (ii) a Board resolution terminating the continuance in office of the Committee.

Each TI Branch shall be entitled, from time to time, and without assigning any reason therefor, to remove its representative on the Committee and to appoint another representative in his/her stead.

The Committee shall appoint one of their number to be Chairperson of the Committee. The Chairperson shall not have a second or casting vote.

The Committee will regulate the conduct of its meetings as the Committee shall decide from time to time.

### **2. Quorum**

The quorum for meetings of the Committee, present in person or by teleconference, shall be five.

### **3. Authority of the Committee**

The Committee is to have authority on behalf of TI to make and implement those necessary decisions that will, over the future uncertain period, inevitably require to be made in the context of, and as a consequence of, the current Covid-19 health crisis.

### **4. Duties of the Committee**

The Committee will work to ensure timely implementation of the necessary decisions that are made by the Committee on behalf of TI during the current Covid-19 health crisis.

## **5. Board Communication**

The Committee will keep a record of all its decisions and will provide written reports to the Board within ten days of Committee meetings.

## **6. Operational Matters**

Meetings of the Committee shall be held with such frequency and at such times as the Committee shall decide from time to time.

## **7. Expenses**

Members of the Committee shall be entitled to claim mileage and subsistence expenses from TI pursuant to the standard Board policy on Directors' expenses.