

March 2022

Munster Tennis Finance Committee - Terms of Reference
For Approval by Munster Tennis



Terms of Reference
Munster Tennis Finance Committee

This document describes how the Munster Tennis Finance Committee is constituted within Munster Tennis and the roles and responsibilities of the Committee.

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

Munster Branch of Tennis Ireland:

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Terms of Reference
Munster Tennis Finance Committee

1. Purpose of the Committee

The Role and Responsibilities of the Finance Committee will be:

- (i) To consider the importance of finance in the functioning of the Branch in continuing to look after the financial affairs as a going concern and to look at future budgets.
- (ii) While the Committee is not directly involved in the quarterly review of budget forecasting as required from TI, it may involve comment, opinion and recommendation in the completion and submission to TI of such reviews.

2. Membership of the Committee

2.1 The members, including the Chairperson (Convener) of the Committee, shall be appointed by the Branch Council which will as appropriate appoint members on the recommendation of the Chairperson (Convener) of the Committee. Potential conflicts of interest must be considered by the Convener & Branch Council when forming the committee.

2.2 The Committee will consist of not less than 5 members including up to four (4) members of the Branch Council (including at least two (2) Branch Officers) plus such other independent persons with suitable financial expertise not exceeding three (3) in number, on the recommendation of the Chairperson (Convener) of the Committee, believes have the requisite experience to contribute to the deliberations of the Committee. The Treasurer of the Branch Council will automatically act as the Chairperson of this Committee.

2.3 Appointments to the Committee shall be for a period of three (3) years, which may be extended by no more than one (1) additional period of up to two (2) further years, provided in the case of any Branch Council Member he/she still meets the criteria for membership of the Committee and subject to the Munster Tennis Constitution.

2.4 The Branch Council shall, from time to time, appoint each such person to the Committee and may, on the recommendation of the Chairperson (Convener) of the Committee, remove any such person at any time or indeed reform the committee if it is not fulfilling it's duties.

3. Quorum and meeting procedures

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

3.2 In the absence of the Committee Chairperson (Convener), the remaining members present shall elect one of themselves to chair the meeting.

3.3 The Committee Chairperson (Convener) or his/her nominee, shall be 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.

3.5 Meetings shall be conducted in accordance with the Munster Tennis Constitution.

4. Attendance at meetings

4.1 Only Committee members have the right to attend Committee meetings. The Chairperson of the Branch, the Munster Tennis Administration Officer, the Munster Tennis Development Officer and the Munster Tennis Performance Officer may be invited to attend Committee meetings, as considered necessary or desirable by the Committee.

4.2 Members of the Munster Tennis Team and any advisers appointed by the Committee may attend any meeting of the Committee, by invitation of the Committee.

5. Frequency of Meetings

5.1 Meetings shall be held not less than six (6) times each year and at such other times as is required.

5.2 The President of the Branch Council, the Vice President of the Branch Council, the Committee Chairperson (Convener) or two members of the Committee may request a meeting of the Committee, if they consider that one is necessary.

6. Notice of Meetings

6.1 Meetings of the Committee shall be called by the secretary of the Committee at the request of the Committee Chairperson. (Convener)

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 (Convener) of the Committee, the minutes shall be circulated to all members of the Committee.

Minutes of meetings are to be retained by the Branch Council for future reference.

8. Authority of the Committee

The Committee is authorised by the Branch Council to:

8.1 Action or cause to be actioned any activity within its terms of reference;

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

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

9. Duties of the Committee

The duties of the Committee are :

9.1 Monitor the ongoing finances of Munster Tennis.

9.2 Help to assess any new developments or proposals from a financial point of view.

9.3 Consult with and support the Branch Staff as necessary.

9.4 Collectively review financial matters presented and assist with completion of submission and reply/resolution/recommendation to relevant third parties and Tennis Ireland.

10. Reporting Procedures

10.1 The chairperson of the Committee shall report to the Branch Council at regular intervals on the matters the Committee has reviewed, making recommendations when requested or when the Chairperson (Convener) of the Committee considers appropriate.

10.2 The Committee members shall undertake an annual review of the Committee's performance and these Terms of Reference and, if necessary, make recommendations to the Branch Council for approval.

10.3 The Committee shall produce an annual report of the Committee's activities during the year, which will form part of the Branch Councils Annual Report and Accounts.

10.4 The Chairperson of the Committee shall attend the Branch Council's Annual General Meeting and shall answer questions, through the President of the Branch Council, on the Committee's activities and responsibilities.

10.5 The Chairperson (Convener) of the Committee shall ensure material conduct/risks and events are reported to the Branch Council, making recommendations when requested or when the Chairperson (Convener) of the Committee considers appropriate.

11. Resources

11.1 The Munster Tennis Administrator will assist the Committee in its work.

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

Appendix 1: Committee Members Declaration

I, _____

_____ serving in my personal capacity on the **Munster Tennis Finance Sub-Committee** declare and confirm that I have read and understand this Tennis Ireland Committee Handbook and Code of Conduct, and that I agree to abide at all times by its terms.

Signature _____

Position _____

Date _____