

## REVIEW OF COMPANY COMMITTEES

### TENNIS WALES LTD

#### 1. Policy

The Company's Articles of Association give the Board the authority to delegate powers to sub-committees on terms approved by the Board (Clause 9.1).

#### 2. North Wales and South Wales Committees

Membership of the North Wales Committee and the South Wales Committee is by election annually at the County Open Meetings (Clause 9.2 of the Articles of Association). These committees are not the subject of this policy.

#### 3. Procedure

- 3.1 Sub-committees shall be established by the Board at a properly convened Board Meeting.
- 3.2 The Board shall set out the terms of each sub-committee.
- 3.3 The Board shall appoint members to each sub-committee who may be Board Members and any other person the Board deems suitable. At least one member shall be a Board Member.
- 3.4 The Board may amend the terms and membership of a sub-committee at any Board Meeting.
- 3.5 Prior to the first Board Meeting following an Annual General Meeting the Chair of the Board shall review the membership of each sub-committee to determine if the membership of the committee or its terms requires to be adjusted.

#### 4. Sub-Committees of Tennis Wales Membership

- 4.1 Governance and Finance Committee (full membership and role defined in Terms of Reference):
  - Made up of a minimum of four board members, including the Chair of Tennis Wales, plus the Company Secretary.
  - The Finance Manager will be invited to attend two of the five meetings, where the focus is on Financial Governance.
- 4.2 Safeguarding Committee (full membership and role defined in Terms of Reference):
  - Made up of a minimum of three board members, including the CEO of Tennis Wales, plus the Regional Safeguarding Officer, Head of Participation and LTA Head of Safeguarding.
  - The Operations Manager will be invited to attend meetings for administrative support.
- 4.3 Staffing Committee (full membership and role defined in Terms of Reference):
  - Made up of a minimum of four board members, including the Chair of Tennis Wales.