

General Roles and Responsibilities of Council Members
(Approved by HKCTA Council on May 24 2025)

- (a) Attend Council meetings.
- (b) Oversee the general business and affairs of the Association.
- (c) Make rules as to all matters of business duties, management, regulation or otherwise which may be deemed necessary by the Council so far as not already expressly provided by for the Articles.
- (d) In accordance with the powers governed by the Articles, devise strategic directions and plans on the operations and development of tennis.
- (e) Provide advice and assistance to further the objects and goals for which the Association is established, as stated in the Articles.
- (f) Formulate and review policies, guidelines and procedures on major issues of governance for the Association.
- (g) Ensure that the Association's guidelines and procedures comply with related rules, regulations and requirements from all relevant authorities.
- (h) Ensure the Association, its staff and Council Members adhere to the Articles in all matters.
- (i) Oversee the day-to-day operation of the Association, implementation of policies, guidelines and procedures and conduct risk assessment as appropriate.
- (j) Formulate annual operational plans and clear targets.
- (k) Approve budgets & financial plans, and monitor financial situation.
- (l) Appoint & dismiss members from functional committees and appeal panels according to the stipulated guidelines and procedures.
- (m) Appoint and dismiss employees with such titles, powers and duties as well as remuneration according to the set down guidelines and procedures.
- (n) Appoint an external auditor to audit the financial statements of the Association.
- (o) Consider any recommendation(s) on the revision of guidelines and procedures of the Association.
- (p) Communicate with stakeholders, including members, athletes, coaches, umpires, officials, sponsors, and the public and address complaints/concerns raised.
- (q) Evaluate performance of the Association and its senior management.
- (r) Report to the Council on discussions and decisions made in committee meetings.
- (s) Create and maintain relationships beneficial to the interests of the Association.
- (t) Advise on the entering into of commercial or other transactions or arrangements to directly or indirectly advance the interests of the Association.
- (u) Assist with the search or procurement of sponsors or benefactors for the Association.
- (v) Chair Council Meetings or General Meetings where the President or Vice Presidents are not present.
- (w) Delegate powers and duties to committees comprising either Officers of the Association and members of the Council or other persons and/or members of the Council with other persons, provided that the powers so delegated are specified in each such circumstance.



- (x) Appoint any person to be a Council Member to fill up any vacancy in the Council's number for which provision is not otherwise made in the Articles.