

**TOURISM
PROFESSIONAL
ASSOCIATION**

23rd December 2023

Laureen Akinyi

Laureenododa@gmail.com

NAIROBI

Dear Laureen,

RE: APPOINTMENT TO TPA COMMITTEE

Congratulations!

This is confirmation of your appointment to serve as a co-opted member of the **Finance and Budget Committee** of the Tourism Professional Association (TPA).

Term of Appointment

Your appointment will be for an initial term of one (01) year, commencing on the date you sign this letter of appointment, unless terminated earlier in accordance with the Association's constitution or bylaw.

According to TPA constitution, each committee member is appointed by the Board and holds office in line with the mandate of the Board until the next Annual General Meeting, but is eligible for re-appointment.

Time Commitment Envisaged

As a Committee member, you will be involved in a number of committee meetings throughout the year. You will be provided with adequate notice of the proposed committee meeting dates. By accepting this appointment, you are confirming that you are able to allocate time to meet the expectations of your role as an Executive committee member of TPA.

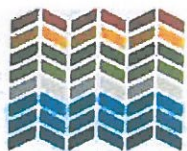
Committee Role and Responsibilities

As a Member of the Committee, you will be required to:

- Adhere to the TPA constitution

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P.O Box 46987-00100
Nairobi, Kenya.



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- Guide strategy and policy making to achieve and maintain high quality services in harmony with the beliefs and values of TPA
- Encourage effective communication within the whole organization, especially between Members, Board and other stakeholders; and
- Actively participate in committees and task groups.
- Be in good standing on all membership dues

Disclosure of Interests

Committee members have a duty to avoid any conflicts of interest between their duty to TPA and their own interests. Conflicts of interest and any material personal interests must be declared at the time of your appointment to the Board. In addition, any conflicts of interest and personal interests must be declared by a committee member at the time they occur and, unless the Board resolves otherwise, they may not participate in boardroom discussion, decision making or both on matters on which they face a conflict.

Confidentiality and Access to Information

Committee members have unrestricted access (subject to conflicts of interest) to Association's records and information and receive other regular detailed operational reports from management. All information acquired during your term as a committee member is confidential to the Association and should not be released either during your appointment or following termination (by whatever means), to third parties without prior written consent from the Chairman.

Again congratulations, and if you have any questions regarding your appointment please feel free to contact the undersigned to discuss the committee responsibilities. We are excited about the experience and energy you will bring to the committee. In the meantime, please confirm your acceptance to the above terms and conditions that govern your appointment by signing and returning the duplicate copy of this letter.

Thank you for your valuable support to the Tourism Professional Association.

Sincerely,

RAY MUTINDA

TPA Chairman

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CC

TPA, Secretary

Chairman, Finance and Budget Committee

I accept my appointment to the Tourism Professional Association Professional Training Committee on the terms outlined in this letter.

LAUREEN AKINYI

Date: 5th January, 2024.

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