

Terms of Reference	Director of the Board
Reports to	Chairman of the Board

Job purpose

The Board of Directors legally represents Cycling Without Age Singapore's stakeholders' interests. These stakeholders can be anyone from beneficiaries to care partners to donors. Being the representative of these people, the Director has the responsibility of guiding, establishing and assessing the way that Cycling Without Age Singapore delivers on its services and commitments to the community. The Director will be recruited for a 3-year period and, together with the other directors, is responsible for achieving the mission of the organisation.

Duties and responsibilities

- Ensure that they are not disqualified under the Charities Act from being board members;
- Act in the best interest of the charity and be actively involved in the management and decision making process, and jointly make decisions as a Board on policy matters;
- Establish good governance practices that increases transparency and accountability and exercise strict control over financial matters of the charity:
 - Ensure the charity remains solvent;
 - Ensure charitable funds and assets are used reasonably, and only for the furtherance of the charity's objects;
 - Avoid undertaking activities that will place charity funds, assets and reputation at undue risks, including the risk of being misused for terrorist financing, money laundering or illegal purpose;
 - Ensure proper management of the charity such that it is not opened to abuse and avoid conflict of interests
- Stay true to the charitable purposes and objects, be clear about the charity's ethical values and abide by the rules set out in the charity's governing instrument;
- Exercise appropriate due diligence on beneficiaries, partners and donors:
 - Resource permitting, make best efforts to confirm their identity, credentials and good standing;
 - Establish clear selection criteria for beneficiaries, ideally documented in a policy and publicly available;
 - Have clear written agreements with partners on the scope of work/activities, monitoring measures and use of the charity's name/resources;
 - Know what the donor's specific business is with the charity - be mindful that donations with conditions attached do not compromise the charity's purposes, priorities and activities;
 - Watch out for '[red flag](#)' that serve as a warning of suspicious situations and possible issues;
 - Have a clear and documented dispute resolution process

The right to wind in your hair!

- Ensure that the charity complies with the Charities Act and Regulations, and with the requirements of the Office of the Commissioner of Charities or Sector Administrators;
- Comply with the other legislations which govern the charity's activities such as the Corruption, Drug Trafficking and Other Serious Crimes (Confiscation of Benefits), Terrorism (Suppression of Financing) Act, Trustees Act, Companies Act and Societies Act, if applicable.

Approved by	Chairman of the Board
Date approved	11 April 2108
Date revised	26 April 2021
Date of last review	April 2021