

Job title	<i>Board Director-Vice Chairman</i>
Reports to	<i>The Chairman of the Board of Directors</i>

Role of Director

The Board of Directors legally represents Cycling Without Singapore Ltd's (the company) stakeholders' interests. These stakeholders can be anyone from beneficiaries to donors and being the representatives of these people, the board of directors has the responsibility of guiding, establishing and assessing the way a company should tread.

The Board of Directors provides entrepreneurial leadership, and set strategic objectives, which should include appropriate focus on value creation, innovation and sustainability;

Ensures that the necessary resources are in place for the company to meet its strategic objectives;

Establishes and maintains a sound risk management framework to effectively monitor and manage risks, and to achieve an appropriate balance between risks and company performance;

Constructively challenges management and review its performance;

Instils an ethical corporate culture and ensures that the company's values, standards, policies and practices are consistent with the culture; and

Ensures transparency and accountability to key stakeholder groups.

The Vice Chairman will be recruited for a 3 year term and is mostly responsible for achieving the mission of the organisation.

She/He generally has to detect the key to a company's success and assign duties sufficiently enough to realize these goals.

Scope of Duties

1. Assists the Chairman in managing the board and its meetings. In absence of the chairman, regularly calls for a board meeting and sets the board meeting agenda in collaboration with the Executive Director (ED) and other Directors. Conduct the meeting that focuses on the important issues in a disciplined manner.

2. The Vice Chairman must be aware of his/her duties at law, which includes acting in good faith and the best interests of the company; exercising due care, skills and diligence; and avoiding conflicts of interest.

He/She will also put in place policies, structures and mechanisms to ensure compliance with legislative and regulatory requirements, establish appropriate tone-at-the-top, desired company's culture and standards of ethical behaviour.

3. Should be familiar with the business and stay informed of the activities of the company; constructively challenge management and help develop proposals on strategy; review the performance of management in meeting agreed goals and objectives; and

participate in decisions on the appointment, assessment and remuneration of the executive directors and key management personnel generally.

- 4. Should make every effort to attend all the board meetings. However on occasions where attendance of board meetings is not possible, minutes should be reviewed and familiarized with to stay abreast of the company's updates and activities.
- 5. Ensures that the proceedings and decisions of board meetings are minuted and circulated to the whole board as soon as practicable.
- 6. Periodically reviews and approves the vision and the mission statement of the charity to ensure that they stay relevant to its changing environment and needs.
- 7. Performs fiduciary duties effectively through competent oversight and sound structures and processes.
- 8. Gets to know other sub- committee members and builds a collegial working relationship that contributes to consensus.
- 9. Ensures that charity operations and programmes are directed towards achieving its objective. Also ensure that the outcomes of each programme are clearly defined.
- 10. Where the director faces a conflict of interest, he or she should disclose this and recuse himself or herself from meetings and decisions involving the issue.
- 11. The Vice Chairman, together with the Chairman and the rest of the Board should ensure that there are adequate resources to sustain the charity's operations and that such resources are effectively and efficiently managed.

Qualifications

A Bachelor's degree or equivalent is necessary.
Awareness about the community trends in the world of aging/seniors is highly imperative.
Must have affinity with the vision and mission of the company.

Physical requirements

There are no specific physical requirements for this position.

Approved by:	<i>Aaron Yeoh (Chairman)</i>
Date approved:	<i>May 2021</i>
Reviewed:	<i>May 2022</i>

Ideally, a job description should be reviewed annually and updated as often as necessary.