

<b>Job title</b>	<i>Board of Director -Chairman</i>
<b>Reports to</b>	<i>Members of Cycling Without Age Singapore Ltd</i>

### **Role of Chairman**

The Board of Directors-Chairman legally represents Cycling Without Age 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 the company should tread.

### **Personal competencies**

1.1 The Board Chair is responsible for leading the Board and ensuring that Board discussions are conducted in a constructive manner. He or she should therefore possess the following desired qualities:

- a. Be knowledgeable about the Charity's cause and the universe it serves, with sound knowledge of its services and operations. Industry experience is preferred.
- b. Be committed to the Charity and the Board.
- c. Be able to demonstrate integrity and strong leadership.
- d. Be a strategic thinker with a long-term horizon.
- e. Be a good team-builder - able to engage Board Members, encourage constructive discussions, foster open communication, listen attentively and provide impartial and objective feedback.
- f. Be willing to take responsibility and accountability for the Charity's matters.
- g. Be an advocate of strong and best governance practices.
- h. Be ethical and in compliance with legal and regulatory requirements.

### **Responsibilities**

2.1 The Board Chair is expected to be a steward and fiduciary to the Charity. He or she typically has the following responsibilities:

- a. Ensure that the Board fulfils its responsibilities in directing the Charity to achieve its objectives in compliance with ethical, legal and regulatory requirements.
- b. Ensure that every Board Member is a contributing, engaged, committed and valued Member of the Board.
- c. Preside at Board meetings and facilitate open communication and constructive discussions.

- d. Establish a strong tone at the top and advocate adoption of best governance practices.
- e. Participate in strategic planning and monitor the Charity’s progress in achieving its objectives.
- f. Oversee financial sustainability and financial reporting of the Charity.
- g. Oversee the Board evaluation process.
- h. Represent the Charity at public events, interviews and publications, and cultivate a strong public image for the Charity.
- i. Build a strong working relationship with the Executive Head.

Directorship duties are regulated by law. The Board Chair should stay abreast of the latest legal changes that may have implications for the structure and composition of the Board, and Board Members’ accountabilities and responsibilities.

***In addition to the above the chairman will also assume all the duties and responsibilities as a Board Member, set out in TOR Board Member.***

**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.

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<b>Approved by:</b>	<i>Dorothy Teo</i>
<b>Date approved:</b>	<i>January 2025</i>
<b>Reviewed:</b>	<i>January 2025</i>

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