

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

Role of Vice-Chairman

The Board of Directors-Vice 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 Vice Chair is responsible for leading the Board and ensuring to step in to assist the chairman where needed. 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 Vice Chair is expected to be a steward and fiduciary to the Charity. He or she typically has the following responsibilities:

- a. Assist the board fulfils its responsibilities in directing the Charity to achieve its objectives in compliance with ethical, legal and regulatory requirements.
- b. Organise Board meetings and ensure due process in the conduct of the meeting, in accordance with the Charity's governing instruments.
- c. In absence of the Chairman, preside at Board meetings and facilitate open communication and constructive discussions.

- d. Advise the Board on procedural matters.
- e. Review meeting minutes for completeness and accuracy prior to circulation of the meeting minutes to the Board.
- f. Ensure all Board records are well-archived.
- g. Facilitate open communication and constructive discussions.
- h. Participate in strategic planning and monitor the Charity’s progress in achieving its objectives.

2.2 Directorship duties are regulated by law. The Board Vice Chairman should stay abreast of the latest legal changes that may have implications for his or her Board Member duties. The Board Vice Chairman must update the Board of any changes to the regulations and legal requirements.

In addition to the above the vice chairman will also assume all the duties and responsibilities as a Board Member, set out per board member TOR.

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</i>
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Reviewed:	<i>January 2025</i>

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