

## TERMS OF REFERENCE FOR STANDING COMMITTEES (ADVISORY AND RESOURCE COMMITTEES)

### COMMUNITY SERVICE PROGRAMMES (CSP) COMMITTEE

#### 1. Introduction

- 1.1. The CSP Committee is commissioned by the Board to provide advice and be a resource in the work of the Community Services Programmes Departments.
- 1.2. Executive responsibilities lie with the Secretariat of the Committee. The Head of Division is the head of all committee secretariats within his or her division. The Head of Division will report pertinent matters arising from meetings to the Exco and Board through the General Secretary.
- 1.3. The President and General Secretary shall be ex officio members of the committee<sup>1</sup>. Ex officio members do not form the official quorum for attendance.

#### 2. Role and Responsibilities

- 2.1. The Committee is responsible for providing strategic guidance and advice to promote the development and viability of programmes.
- 2.2. The Committee shall meet no less than three times a year to consider specific work areas and to review the Annual Work Plan and Budget of the Division/Departments under its purview. The Chairman shall retain the discretion to call for additional meetings. Any reduction in frequency from the minimum should gain the approval of Exco.
- 2.3. The Committee shall consider the interests of YMCA of Singapore and the public good in fulfilling its functions.
- 2.4. The Committee is not an executive committee. Where the committee's views differ from Management on pertinent issues, the matter shall be raised to Exco through the General Secretary, with representations of both views.

#### 3. Representation

- 3.1. The Board shall appoint the Chairman of the Committee. The Chairman shall, in consultation with the President and General Secretary, nominate Committee members to be appointed by the Board.
- 3.2. At least two Committee members shall be Board members. The majority of Committee members shall be YMCA members who have the relevant experience and interest. Life members are preferred.

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<sup>1</sup> Article Seven Section 34 of the Constitution of YMCA of Singapore

3.3. The Chairman may at his discretion invite volunteers of sound reputation to the Committee meetings. Volunteers are strongly encouraged to become YMCA members.

3.4. Each term of office for the Committee (including the Chairman) shall be from the date of appointment until the reappointment of committees at the next Annual General Meeting.

#### **4. Governance**

4.1. The meeting quorum shall consist of one third of committee members in attendance. In order for the meeting to proceed, the Chair or his nominee should be present.

4.2. Attendance at Standing Committee meetings shall be recorded for governance purposes.

4.3. Committee decisions shall be made by simple majority. In the event of a tie, the Chairman has the casting vote.

#### **5. Review of Terms of Reference**

5.1. The terms of reference for this committee shall be reviewed every two years to ensure its necessity and relevance.

## TERMS OF REFERENCE FOR STANDING COMMITTEES (ADVISORY AND RESOURCE COMMITTEES)

### YOUTH AND VOLUNTEER DEVELOPMENT (YVD) COMMITTEE

#### 1. Introduction

- 1.1. The YVD Committee is commissioned by the Board to provide advice and be a resource in the work of the Volunteers' Programme and Youth Development Programmes Departments.
- 1.2. Executive responsibilities lie with the Secretariat of the Committee. The Head of Division is the head of all committee secretariats within his or her division. The Head of Division will report pertinent matters arising from meetings to the Exco and Board through the General Secretary.
- 1.3. The President and General Secretary shall be ex officio members of the committee<sup>1</sup>. Ex officio members do not form the official quorum for attendance.

#### 2. Role and Responsibilities

- 2.1. The Committee is responsible for providing strategic guidance and advice to promote the development and viability of programmes.
- 2.2. The Committee shall meet no less than three times a year to consider specific work areas and to review the Annual Work Plan and Budget of the Division/Departments under its purview. The Chairman shall retain the discretion to call for additional meetings. Any reduction in frequency from the minimum should gain the approval of Exco.
- 2.3. The Committee shall consider the interests of YMCA of Singapore and the public good in fulfilling its functions.
- 2.4. The Committee is not an executive committee. Where the committee's views differ from Management on pertinent issues, the matter shall be raised to Exco through the General Secretary, with representations of both views.

#### 3. Representation

- 3.1. The Board shall appoint the Chairman of the Committee. The Chairman shall, in consultation with the President and General Secretary, nominate Committee members to be appointed by the Board.
- 3.2. At least two Committee members shall be Board members. The majority of Committee members shall be YMCA members who have the relevant experience and interest. Life members are preferred.

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<sup>1</sup> Article Seven Section 34 of the Constitution of YMCA of Singapore

3.3. The Chairman may at his discretion invite volunteers of sound reputation to the Committee meetings. Volunteers are strongly encouraged to become YMCA members.

3.4. Each term of office for the Committee (including the Chairman) shall be from the date of appointment until the reappointment of committees at the next Annual General Meeting.

#### **4. Governance**

4.1. The meeting quorum shall consist of one third of committee members in attendance. In order for the meeting to proceed, the Chair or his nominee should be present.

4.2. Attendance at Standing Committee meetings shall be recorded for governance purposes.

4.3. Committee decisions shall be made by simple majority. In the event of a tie, the Chairman has the casting vote.

#### **5. Review of Terms of Reference**

5.1. The terms of reference for this committee shall be reviewed every two years to ensure its necessity and relevance.

# TERMS OF REFERENCE FOR STANDING COMMITTEES (ADVISORY AND RESOURCE COMMITTEES)

## PROJECT BRIDGE COMMITTEE

### 1. Introduction

- 1.1. The Project Bridge Committee is commissioned by the Board to provide advice and be a resource in the work of the Project Bridge Department and Mission
- 1.2. Executive responsibilities lie with the Secretariat of the Committee. The Head of Division is the head of all committee secretariats within his or her division. The Head of Division will report pertinent matters arising from meetings to the Exco and Board through the General Secretary.
- 1.3. The President and General Secretary shall be ex officio members of the committee<sup>1</sup>. Ex officio members do not form the official quorum for attendance.

### 2. Role and Responsibilities

- 2.1. The Committee is responsible for providing strategic guidance and advice to promote the development and viability of programmes.
- 2.2. The Committee shall meet no less than three times a year to consider specific work areas and to review the Annual Work Plan and Budget of the Division/Departments under its purview. The Chairman shall retain the discretion to call for additional meetings. Any reduction in frequency from the minimum should gain the approval of Exco.
- 2.3. The Committee shall consider the interests of YMCA of Singapore and the public good in fulfilling its functions.
- 2.4. The Committee is not an executive committee. Where the committee's views differ from Management on pertinent issues, the matter shall be raised to Exco through the General Secretary, with representations of both views.

### 3. Representation

- 3.1. The Board shall appoint the Chairman of the Committee. The Chairman shall, in consultation with the President and General Secretary, nominate Committee members to be appointed by the Board.
- 3.2. At least two Committee members shall be Board members. The majority of Committee members shall be YMCA members who have the relevant experience and interest. Life members are preferred.

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<sup>1</sup> Article Seven Section 34 of the Constitution of YMCA of Singapore

- 3.3. The Chairman may at his discretion invite volunteers of sound reputation to the Committee meetings. Volunteers are strongly encouraged to become YMCA members.
- 3.4. Each term of office for the Committee (including the Chairman) shall be from the date of appointment until the reappointment of committees at the next Annual General Meeting.
- 3.5. The Committee shall comprise at least 5 persons and at most 12 persons. Members shall be drawn from management, finance and social work areas of expertise.

#### **4. Governance**

- 4.1. The meeting quorum shall consist of one third of committee members in attendance. In order for the meeting to proceed, the Chair or his nominee should be present.
- 4.2. Attendance at Standing Committee meetings shall be recorded for governance purposes.
- 4.3. Committee decisions shall be made by simple majority. In the event of a tie, the Chairman has the casting vote.

#### **5. Review of Terms of Reference**

- 5.1. The terms of reference for this committee shall be reviewed every two years to ensure its necessity and relevance.

# TERMS OF REFERENCE FOR STANDING COMMITTEES (ADVISORY AND RESOURCE COMMITTEES)

## INTERNATIONAL PROGRAMMES (IP) COMMITTEE

### 1. Introduction

- 1.1. The International Programmes Committee is commissioned by the Board to provide advice and be a resource in the work of the International Programmes Department.
- 1.2. Executive responsibilities lie with the Secretariat of the Committee. The Head of Division is the head of all committee secretariats within his or her division. The Head of Division will report pertinent matters arising from meetings to the Exco and Board through the General Secretary.
- 1.3. The President and General Secretary shall be ex officio members of the committee<sup>1</sup>. Ex officio members do not form the official quorum for attendance.

### 2. Role and Responsibilities

- 2.1. The Committee's responsibilities include the following:
  - (a) provide strategic guidance and advice to promote development and viability of the program
  - (b) be a resource for participant and community engagements
- 2.2. The Committee shall meet no less than three times a year to consider specific work areas and to review the Annual Work Plan and Budget of the Division/Departments under its purview. The Chairman shall retain the discretion to call for additional meetings. Any reduction in frequency from the minimum should gain the approval of Exco.
- 2.3. The Committee shall consider the interests of YMCA of Singapore and the public good in fulfilling its functions.
- 2.4. The Committee is not an executive committee. Where the committee's views differ from Management on pertinent issues, the matter shall be raised to Exco through the General Secretary, with representations of both views.

### 3. Representation

- 3.1. The Board shall appoint the Chairman of the Committee. The Chairman shall, in consultation with the President and General Secretary, nominate Committee members to be appointed by the Board.
- 3.2. At least two Committee members shall be Board members. The majority of Committee members shall be YMCA members who have the relevant experience and interest. Life members are preferred.

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<sup>1</sup> Article Seven Section 34 of the Constitution of YMCA of Singapore

- 3.3. The Chairman may at his discretion invite volunteers of sound reputation to the Committee meetings. Volunteers are strongly encouraged to become YMCA members.
- 3.4. Each term of office for the Committee (including the Chairman) shall be from the date of appointment until the reappointment of committees at the next Annual General Meeting.
- 3.5. The Committee shall comprise at least **3** persons and at most **11** persons. Members shall be drawn from fields or have experience that can relate to the work of International Service Programmes, Exchange Programmes, Outdoor and Adventure Programmes.

#### **4. Governance**

- 4.1. The meeting quorum shall consist of one third of committee members in attendance. In order for the meeting to proceed, the Chair or his nominee should be present.
- 4.2. Attendance at Standing Committee meetings shall be recorded for governance purposes.
- 4.3. Committee decisions shall be made by simple majority. In the event of a tie, the Chairman has the casting vote.

#### **5. Review of Terms of Reference**

- 5.1. The terms of reference for this committee shall be reviewed every two years to ensure its necessity and relevance.