

**SINGAPORE DISABILITY SPORTS COUNCIL
TERMS OF REFERENCE FOR EXECUTIVE COMMITTEE**

1 INTRODUCTION

- 1.1 The Executive Committee (“Exco”) of the Singapore Disability Sports Council (“SDSC”) comprises individuals nominated by Founder Members, elected by Ordinary Members and co-opted by the Exco.
- 1.2 The Exco is appointed for a two-year term. The maximum number of members on the Exco allowed by SDSC’s constitution is 20.
- 1.3 As a society and a registered charity with IPC status, SDSC comes under the jurisdiction of the Registry of Societies and the Commission of Charities. As a National Sports Association, SDSC also comes under the jurisdiction of Sport Singapore.
- 1.4 It is critical to ensure that members of the Exco are aware of their roles and duties so that the Exco can govern and manage SDSC responsibly and prudently to achieve its vision and mission, and establish a positive working relationship with SDSC staff.

2 MEMBERSHIP OF SDSC EXCO

- 2.1 The Exco comprises:
 - a) Up to 10 individuals nominated by Founder Members
 - b) Up to seven (7) individuals elected from Ordinary, Associate or Individual Members, by Ordinary Members
 - c) Up to three (3) individuals co-opted by the Exco.
- 2.2 The President shall be elected by Ordinary Members first before the remaining positions of the Exco are filled.
- 2.3 The President and the Honorary Treasurer shall not hold office for more than four (4) years consecutively, but may hold office again after a lapse of at least two (2) years.
- 2.4 No member of the Exco shall hold office for a continuous period of more than 10 years at any one time, but shall be eligible for re-appointment after the lapse of at least two (2) years.
- 2.5 All members of the Exco shall have the right to vote on any issue at Exco meetings, except in circumstances where the Exco member has a conflict of interest in the issue. If so, he or she must inform the Exco and recuse himself or herself from the room until the motion has been voted on by the other members of Exco.

3 ROLES AND RESPONSIBILITIES

3.1 The principal responsibilities of the Exco are as follows:

- a) Elect the offices of the Vice-President, Honorary Secretary, Honorary Treasurer and Honorary Assistant Treasurer.
- b) Appoint a person of high rank and distinction to be the Patron of SDSC.
- c) Set and periodically review the vision and mission statements of SDSC to keep its goals and objectives relevant.
- d) Review SDSC's constitution, as necessary.
- e) Focus on policy, strategy and governance of SDSC.
- f) Discuss and approve strategic plans and annual work plans of SDSC and ensure that they are aligned to its vision and mission.
- g) Set policies and guidelines for financial limits, internal control procedures and budget overspending.
- h) Review and approve the annual budget and financial statements of SDSC.
- i) Review periodic work progress reports and financial reports to monitor and evaluate SDSC's performance.
- j) Select, support and assess the Executive Director.
- k) Provide advice to the Executive Director and staff as a partner in achieving the vision and mission of SDSC.
- l) Plan for development, succession and diversity of the Exco.
- m) Recommend the external auditor for approval.

3.2 Members of the Exco, as individuals, should also:

- a) Promote, support and participate in SDSC's activities for fundraising and community engagement.
- b) Promote the work, services and mission of SDSC to the community.

- c) Participate in the process of recruitment and orientation / induction of new Exco members.
- d) Participate in activities that develop the Exco to better serve its governance role (e.g. Exco self-assessment, Exco retreat, training workshops, networking and liaison with government agencies).
- e) Take up any other duties and projects assigned by the President, or the Exco.

3.3 On top of the general duties of the Exco, the President has the following additional duties:

- a) Lead the Exco in undertaking all duties necessary to achieve the long-term goals and objectives of SDSC.
- b) Ensure that the Exco functions effectively and fulfils the responsibilities for the governance of SDSC.
- c) Chair all Exco meetings.
- d) Identify and cultivate potential Exco and Subcommittee members.
- e) Along with the Executive Director, be the spokesperson of SDSC to the media and community.
- f) Exercise any delegated authority and financial authority approved by the Exco or relevant reporting authorities.
- g) Appraise the performance of the Executive Director, in consultation with other Office-Bearers.

4 EXCO MEETINGS

- 4.1 Exco meetings will be convened at least once every two months.
- 4.2 The quorum for Exco meetings is one-half of its total voting membership.
- 4.3 All Exco members are encouraged to attend all Exco meetings.
- 4.4 Attendance of Exco meetings will be recorded in meeting minutes and annual reports.

5 EXCO SUBCOMMITTEES AND WORKGROUPS

5.1 To assist the Exco in specific initiatives and duties, the Exco has formed the following Subcommittees:

- a) Audit Subcommittee
- b) Fundraising Subcommittee
- c) Finance Committee
- d) Human Resource Subcommittee
- e) Nomination Subcommittee
- f) High Performance and Development Subcommittee
- g) Community Sports and Participation Subcommittee

5.2 The Exco is further assisted by a Medical Advisory Workgroup.

6 IMPLEMENTATION AND EXECUTION OF EXCO'S DECISIONS, POLICIES AND WORKPLANS

6.1 The Executive Director and staff are responsible for the execution and implementation of the Exco's decisions and plans.

7 DOCUMENT LOG

Document / Section & Clause	Details of Revision	Approval
Terms of Reference for SDSC Executive Committee	N.A.	12 May 2020 by Exco

8 RELATED DOCUMENTS

Nil.