

“Like slavery and apartheid, poverty is not natural. It is man-made and it can be overcome and eradicated by the actions of human beings.” – Nelson Mandela

TERMS OF REFERENCE for ONE (SINGAPORE) EXCO MEMBERS

The ONE (SINGAPORE) Executive Committee – elected at the Annual General Meeting of the society’s members – is responsible for setting and implementing the strategic direction of the organisation. This strategic plan must be consistent with the organisation’s mission and any directives approved at an Annual General Meeting or Extraordinary General Meeting of members.

The Executive Committee is also responsible for organising and supervising the organisations’ activities, authorising the expenditure of funds and administering the society. The Executive Committee is required to prepare an Annual Report consisting of financial accounts and a report of the organisation’s activities.

The Executive Committee is elected to serve a term of one (1) year though the exact duration may vary depending upon the dates of the society’s Annual General Meeting.

Executive Committee Members agree to:

- Participate in monthly Executive Committee meetings
- Provide notice, in advance, to the Secretary when circumstances prevent the member from participating in a regularly scheduled Exco meeting
- Read and reply to official e-mails in a timely manner
- Read documents circulated prior to a meeting in advance of that meeting
- Provide input on ONE (SINGAPORE)’s strategic direction
- Play a leadership role in an area crucial to ONE (SINGAPORE), possibly including project management, communications, partner relations, etc.
- Act as a representative of ONE (SINGAPORE) and uphold the good name of the society
- Notify the President in the event of any conflicts of interest and recuse themselves, if it is deemed necessary
- Attend major ONE (SINGAPORE) events and activities
- Publicize ONE (SINGAPORE) events via social media, email, or other avenues and ‘cc’ relevant Exco members in-charge of the event

I understand that the Societies Act of Singapore (Cap. 311) and the Charities Act of Singapore (Cap. 37) provide that certain persons are disqualified from serving as Executive Committee Members or Officers of registered societies and charities. Should I breach any of these conditions, I will inform ONE (SINGAPORE)’s Secretary or President.

For the purpose of this document, “official e-mails are defined as correspondence pertaining to the administration, affairs and strategic direction of the organisation. Executive Committee members also recognise that the society’s constitution states that any member of the Committee absenting her or himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee.

ONE (SINGAPORE)

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