

*"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) OFFICERS

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. In addition to fulfilling the Terms of Reference for ordinary Executive Committee members, the Secretary and Treasurer have the following additional responsibilities. The duration of each term is one (1) year and in accord with the society's constitution, both officers must be Singapore citizens.

### ONE (SINGAPORE) SECRETARY

- Arranging meeting logistics – confirming venue and time; informing participants; distributing proposed Agenda and relevant documents
- Preparing and distributing meeting Minutes
- Liaising with government departments for license/permit applications
- Monitoring ONE (SINGAPORE)'s membership register
- Ensuring compliance with the ONE (SINGAPORE) constitution
- Related tasks, as required

Some tasks may be delegated to volunteers or an assistant-secretary; however, the responsibility to oversee completion rests with the Secretary.

Best practices include:

- Reminding participants one week in advance of a meeting and at times closer to the meeting date as well
- Distributing Minutes within 3 working days of a meeting – current practice is for the Minutes to first be vetted by one other person before being distributed to the Exco and any other people who were invited to or participated in the meeting (can be reviewed/modified by the Executive Committee at the start of its term)

### ONE (SINGAPORE) TREASURER

- Managing ONE (SINGAPORE) financial accounts
- Reporting on finances to the ONE (SINGAPORE) Executive Committee
- Supervising PayPal account (receipts from online sales and membership subscriptions)
- Preparing annual financial statement
- One of three co-signatories for expenditures
- Participating in monthly Executive Committee meetings
- Related tasks, as required

You do not need to be an accountant or auditor to take on this role. The number of monthly transactions is few and the organisation has an easy-to-use financial software for assisting with accounts. In accordance with ONE (SINGAPORE)'s constitution, the Treasurer is not eligible for re-election.

ONE (SINGAPORE)

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1

ERADICATE  
EXTREME POVERTY  
AND HUNGER



2

ACHIEVE UNIVERSAL  
PRIMARY EDUCATION



3

PROMOTE GENDER  
EQUALITY AND  
EMPOWER WOMEN



4

REDUCE  
CHILD MORTALITY



5

IMPROVE MATERNAL  
HEALTH



6

COMBAT HIV/AIDS,  
MALARIA AND OTHER  
DISEASES



7

ENSURE  
ENVIRONMENTAL  
SUSTAINABILITY



8

GLOBAL  
PARTNERSHIP FOR  
DEVELOPMENT