POLICIES AND PROCEDURES FOR VOLUNTEERS

Terms of Reference

PRESIDENT

The President is responsible for the following areas:

1. Responsible for all the aspects of public relations and branding of the Association, including but limited to the following:
   a) Sponsors’ liaison
      i. Arrange the meetings with the respective sponsors and set the agenda for such meetings.
   b) Media spokesman
      i. Reply to the media with regards to the media coverage.
   c) Consultation papers
      i. Coordinate the consultation papers’ requests by the relevant authorities through focus sessions with the members.
   d) Dialogue sessions
      i. Coordinate the participation of members with regards to dialogue sessions held by the relevant authorities.

2. Responsible to forge close ties and collaborate with other associations such as Austcham, British Alumni Singapore, NUSS etc

3. Responsible to organize and co-ordinate events to raise and enhance the Association’s profile.

VICE-PRESIDENT

The Vice-President is responsible for:
1. The Vice-President shall assist the President and deputizes for him/her in his/her absence.

SECRETARY

The Honorary Secretary is responsible for the following areas:

1. Constitution
   Assist the President to be accountable to the government authority, i.e., the Registry of Societies for the management of the Association.

2. Committees
   Assist the President in the formation of all committees and sub-committees to ensure that the mission and objectives are in line. He / She could assist the President to direct all committees and sub-committees in the performance of their tasks and objectives.

3. Management Committee (MC) Meetings
   Assist the President to disseminate all relevant and critical information to all members of the Management Committee, Office Bearers and members. He / She will set the agenda for the monthly
MC meeting and Annual General Meeting in consultation with the President. He / She will monitor the MC attendance, i.e. to ensure that no one is absent for three consecutive without a satisfactory explanation and that there is a quorum at each meeting. He / She will approve the minutes taken at each Ex-Co Meeting.

4. **Annual General Meeting (AGM)**

- Set the agenda, date, time and venue for the AGM in consultation with the President.
- Bring forth any other matters that members have written in to the MC to be tabled for discussion at the AGM provided that such matters were given to the Honorary Secretary according to rules stipulated in the Constitution.
- Ensure that if no quorum is available at the start of the AGM, the AGM shall be adjourned for half an hour and those present shall be considered sufficient to form a quorum, but they shall have no power to alter, amend or make additions to the existing Constitution.

The Secretariat will provide the Honorary Secretary with the Proceedings pointers during the AGM.

5. **Extraordinary General Meeting (EOGM)**

Upon receiving instruction to hold an EOGM, the Honorary Secretary will hold such a meeting according to rules stipulated in the Constitution.

**TREASURER**

1. Responsible for the financial management of the Association
2. Responsible to sign all cheques jointly with one of the appointed Office Bearer member in accordance with instructions given to the bank.
3. Report the cash flow and financial statements including cash flow of the Association at the MC Meetings.
4. Ensure that the financial management of the Association is in compliance with the policies and budget.
5. Report to the MC any deviation for appropriate action.
6. Manage the reserve funds and other assets to support the strategic growth of the Association.
7. Responsible for the following:
   - Review the current Finance Operations Procedure and where necessary recommend to the MC for approval any amendment;
   - Recommend appropriate financial related policies for approval by the MC
   - Ensure that the audited accounts are available to members at the AGM;
   - Budgeting:
     - Review and comment proposed budgets submitted for the various Chairperson and recommend feedback to the budgets submitted.
     - Review the budget performance of the Association, and recommend adjustment (if necessary);
     - Prepare the annual budget for the MC to approve and implement;
   - Balance Sheet
     - Review and monitor the cash flow and financial statements of the Association and point out any abnormalities;
     - Advise the MC on matters relating to the financial management of the Association.
8. Assist the President to inform the Auditors to carry an audit to ensure that the financial management and internal controls are in order. After the audit, the Auditors will be required to submit a report to the MC.

**MANAGEMENT COMMITTEE (MC) MEMBERS**

1. **Commitment**
   - Serve the interest of the Association and its members above self.
   - Attend all MC Meetings. In accordance to the Constitution, the office of a Council member shall be vacated if the member is absent for 3 consecutive meetings without a satisfactory explanation.

2. **Integrity**
   - To exercise due diligence in execution of duties as a MC Member.
   - To declare one’s interest in areas of possible conflict of interests.
     A conflict of interest situation arises when the personal interests of a volunteer compete or conflict with the interests of the Association. Such situations may undermine loyalty and at worst may result in corrupt or questionable practices. Volunteers, in the performance of their voluntary service, should always place the interest of the Association in higher priority.

The common types of conflict of interest situations a volunteer may be involved in include:

1) Having undeclared financial interests in any supplier, contractor or party that does business with the Association.
2) Offering assistance to the Association’s competitors through taking on part-time employment or “consultancy” service.
3) Engaging covertly in production of services or goods in competition with the Association.
4) Performing outside work while in the Association’s premises and using the Association’s equipment and assets.
5) Giving unduly favourable treatment to a particular supplier, contractor, customer, job applicant or subordinate for personal reasons.
6) Appointment or influencing the appointment of paid staff with close relationship (i.e. those who are more than acquaintances) to the volunteer.

**Conflict of Interest disclosures and guidelines**

a) Upon joining a committee in the Association, the volunteer must notify AAS Council in writing of any existing directorships, business interests or any other paid or voluntary employment outside the Association held by the volunteer.

b) Where such external directorships or outside business interests:
   - create, or appear to create, a conflict of interest between the volunteer and the Association; or
   - contravenes with any internal policies of the Association,

   The volunteer shall agree to abide by the Association’s MC decisions which are designed to safeguard the interests of the Association.
c) Where a conflict of interest arises at a Council or committee meeting, the member concerned should not vote on the matter or participate in discussions. He or she should also offer to withdraw from the meeting, and the remaining members of the meeting should decide if this is required. The basis in arriving at the final decision on the transaction or contract should be documented in the minutes of meeting.

- To protect confidentiality of information received during the course of duties.
- To protect member’s information obtained as during tenure and for specified used as required in the Association.

3. Respect

a) MC Members
  - To show respect for the secretariat staff and fellow MC Members.
  - To be punctual for all meetings as a show of respect for fellow MC Members.

b) Secretariat
  - The CEO is responsible for the day-to-day operations of the Association, including managing committees/sub-committees and staff and developing plans in collaboration with the MC for the future of the Association.

  - MC members are advised not to give instructions to the Secretariat directly but through the President and in his/her absence, the Vice President or Secretary.

  - Any issues with any secretariat staff should be brought up to the President. If unresolved, it could be brought up to the MC.

  - Similarly, Secretariat with issue with a MC member will raise to the President.

c) AAS members
  - To show respect for the fellow AAS Members.
AUSTRALIAN ALUMNI SINGAPORE (AAS)

TERMS OF REFERENCE FOR MANAGEMENT COMMITTEE (MC)

Date: ____________________________
Appointment: ____________________________
Accountable to: AAS Members

Overview of Management Committee Responsibilities:

The AAS MC members are elected during AAS AGM and is collectively responsible for the operation of AAS.

Terms of appointment

1. The appointment shall be entirely on a voluntary basis and the member shall not be entitled to any allowances or honorarium for this involvement unless approved by AAS MC.

2. The appointment shall continue the MC member is retired, resigned or terminated according to AAS Constitution.

3. MC member who serves the longest tenure in the MC understands that he/she will be required to retire in accordance to AAS Constitution at the AGM. Any MC member who retires is eligible to stand for election at the AGM or be co-opted if he/she would like to continue to volunteer.

4. All MC members desiring to serve shall be required to:
   a. Declare any Conflicts of Interest
   b. Sign Non-Disclosure Agreement with AAS.

5. The member shall perform duties as assigned by MC and meet periodically for the performance of such duties.

6. Any resignation of the member’s involvement shall be through a 1-month written notice or email from the member to the MC.

__________________________________________  ___________________
Signature:         Date:
Name:  
ID:
(1) Conflict of Interest Policy

A conflict of interest situation arises when the personal interests of a volunteer compete or conflict with the interests of the Association. Such situations may undermine loyalty and at worst may result in corrupt or questionable practices. Volunteers, in the performance of their voluntary service, should always place the interest of the Association in higher priority.

The common types of conflict of interest situations a volunteer may be involved in include:

i. Having undeclared financial interests in any supplier, contractor or party that does business with the Association.

ii. Offering assistance to the Association’s competitors through taking on part-time employment or “consultancy” service.

iii. Engaging covertly in production of services or goods in competition with the Association.

iv. Performing outside work while in the Association’s premises and using the Association’s equipment and assets.

v. Giving unduly favourable treatment to a particular supplier, contractor, customer, job applicant or subordinate for personal reasons.

vi. Appointment or influencing the appointment of paid staff with close relationship (i.e. those who are more than acquaintances) to the volunteer.

(2) Conflict of Interest disclosures and guidelines

a) Upon joining a committee in the Association, the volunteer must notify AAS Management Committee in writing of any existing directorships, business interests or any other paid or voluntary employment outside the Association held by the volunteer.

b) Where such external directorship or outside business interests:
   • create, or appear to create, a conflict of interest between the volunteer and the Association; or
   • contravenes with any internal policies of the Association,

The volunteer shall agree to abide by the AAS MC’s decisions which are designed to safeguard the interests of the Association.

c) Where a conflict of interest arises at a committee meeting, the member concerned should not vote on the matter or participate in discussions. He or she should also offer to withdraw from the meeting, and the remaining members of the meeting should decide if this is required. The basis in arriving at the final decision on the transaction or contract should be documented in the minutes of meeting.
CONFIDENTIALITY AGREEMENT

As a volunteer of Australian Alumni Singapore (AAS) I understand that I may receive confidential materials, documents and information (“Confidential Information”) of AAS.

1. Confidential Information shall include all materials, documents and information:
   a) that has been marked as confidential, or
   b) whose confidential nature has been made known to me by AAS, or
   c) that due to its character and nature, a reasonable person under like circumstances would treat as confidential.

2. Confidential Information does not include information that
   a) is or becomes generally available to the public (other than as a result of discussions by me),
   or
   b) was rightfully in your possession prior to being furnished by AAS, or
   c) becomes available to me on a non-confidential basis from another source, or
   d) is approved for release by AAS.

I understand that all materials, documents and information that are marked confidential or that are given to me must be held in the strictest confidence and may not be discussed with anyone outside the AAS organization and agree that disclosure of Confidential Information to unauthorized persons would be harmful to AAS’ mission and objectives.

Accordingly, I agree that I shall not disclose or permit to be disclosed, such Confidential Information to any third parties outside the organization, unless AAS has given me written authorization to do so. Additionally, I agree to use Confidential Information received from AAS only as necessary to perform my responsibilities for AAS and not for any other purpose.

I understand that money damages would not be a sufficient remedy for any breach of this Agreement by me and that AAS shall be entitled to equitable relief, including but not limited to temporary restraining order and preliminary injunction. Such remedies shall not be deemed to be the exclusive remedy for breach of this Agreement but shall be in addition to all the remedies available at law or in equity.

I agree to indemnify and hold AAS harmless for any profits, incidental, consequential, exemplary or special damages, losses, claims, demands and expenses (including reasonable attorneys’ fees and court costs) resulting from my use or disclosure of any Confidential Information.

Finally, I agree to abide by the terms of this Confidentiality Agreement at all times during and after my term of volunteer service with AAS.

This Agreement shall be governed by the laws of the Singapore.

___________________________________________
Signature:
Name:
NRIC No.:
Date:
Conflict of Interest Policy Declaration Form

I, ____________________________ of NRIC ______________, appointed AAS Management Committee Member, hereby declare that I have interests/ involvements in the following organisations:

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<th>Name of company/ organisation</th>
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<th>Position in company or organisation</th>
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Important Notes:

a) If you have no involvement or interest in other companies or organizations, please fill in as ‘No Conflicting Interests’ on line 1 and strike diagonally across the rest of the lines.

b) If in doubt as to whether a conflict of interest exists with respect to the other company or organisation concerned, please include in the list for disclosure purposes.

Signature: 
Name: 
NRIC No.: 
Date: