SID
SINGAPORE INSTITUTE OF DIRECTORS

NPO Essentials
Singapore Governance for Outstanding Organisation Directors
SGD 3: Board and Management Dynamics

Target Audience	:	Aspiring, new and current board members of nonprofit organisations (NPOs)
Date	:	20 August 2019
Time	:	5.00 pm to 9.00 pm
Venue	:	To be confirmed
Cost	:	S$400 (excl. GST); S$428 (incl. GST) *This course has been pre-approved for VWOs-Charities Capability Fund (VCF) funding up to 15 April 2020. All exempt, registered charities and Institutions of a Public Character (IPCs) can apply for the VCF training grant.* *Registration is on a first-come-first-served basis, with priority to VCF-funded applicants.*
CPD	:	4 hours

The effectiveness of the organisation is dependent on the senior management working hand-in-hand with the board and its committees. The role of board members as governors and volunteers will be examined, alongside with the necessary policies and practices to improve communication, foster trust, and promote collaboration on strategic and operational matters between board and management.

Course Objectives

- Differentiate the roles of board and management, and board members as governors and volunteers.
- Analyse the practices best suited for the board in terms of strategy and operations.
- Differentiate board and staff roles, and examine board members as volunteers and governance leads.
- Use tools to help board control and support management.

Programme

4.30 pm	Registration
5.00 pm	Sharing on • Board and Staff Roles • Board Members as Volunteers and Governance Leads • Control and Support of Management • Strategies and Operations • ED Relationship
6.45 pm	Break (dinner provided)
7.00 pm	Sharing by Community Partner
7.30 pm	Case Study (Facilitated Discussion)
8.00 pm	Panel Discussion
8.45 pm	Wrap Up & Evaluation
9.00 pm	End of Programme

In Collaboration With: SSI Social Service Institute
The NCSS Human Capital Development Arm

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Registration

Please register online at www.sid.org.sg by **15 August 2019.**

Course Enquiries

Email	**:**	events@sid.org.sg
Tel	**:**	(+65) 6422 1188
Fax	**:**	(+65) 6422 1199

Upon successfully enrolling for the course, you are deemed to have read and accepted SID's Terms and Conditions stated overleaf.

TERMS AND CONDITIONS FOR SID COURSES/EVENTS
SID's courses and events are subject to terms and conditions as set out below. The Institute reserves the right to change these terms and conditions without notice.

COURSE/EVENT REGISTRATION
A participant is successfully enrolled for the course/event once an invoice is generated.

NO CANCELLATION
There will be strictly no cancellation once the participant is successfully enrolled for the course/event.

NO-SHOW
There will be strictly no refund of fees for no-show.

REQUEST FOR REPLACEMENT OR DEFERMENT
Where a participant cannot attend a course, he/she may request to send a replacement or defer the course subject to the following conditions:

1. Replacement of a participant is subject to at least 5 working days prior notice in writing. In the case whereby an SID member participant is replaced by a non-member, a top-up fee will be levied. No refund will be made if a non-member participant is replaced by a member.
2. Deferment of a course to the next scheduled date (for same course) is subject to at least 10 working days prior notice in writing. Deferment is only allowed for half-day and full-day courses run by SID. An administration fee for each deferment of S$50 (for half-day course) and S$100 (for full-day course) shall apply.

CANCELLATION OF COURSE/EVENT BY SID
SID will exercise all possible care to run the confirmed courses. However, in the event of unforeseen circumstances or low enrolment, SID reserves the right to cancel or defer the course/event, and/or to change venue, speaker, course date and fees. SID will make all reasonable effort to notify participants of changes, should this happen.

If SID cancels a course, a full refund will be made to the registered participants.

CPD HOURS & CERTIFICATE OF ATTENDANCE
Entitlement of CPD hours/Certificate of Attendance is subject to the participant arriving no later than 30 minutes after the programme starts or leaving no more than 30 minutes before the programme ends, and submitting the module Evaluation Form at the end of the event.

CAR PARK COUPONS
Complimentary car park coupons, where available, are given on a first-come-first-served basis.

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PAYMENT POLICY AND OPTIONS

Course/Event fees are due upon registration, and payment should reach SID at least 7 working days before the course date. SID reserves the right to refuse admission if payment is not received in full before a course/event.

1. Online Payment
   Log in to your account at www.sid.org.sg
   Select invoice to pay at "My Open Invoices".
2. Cheque Payment
   Payable to: Singapore Institute of Directors (*please quote invoice number behind the cheque*)
   Mail to: 168 Robinson Road, #11-03, Capital Tower, Singapore 068912
   Attention to: Finance Department
3. Telegraphic Transfer
   Bank Name: DBS Bank Limited
   Branch: 048
   Bank Code: 7171
   Beneficiary Name: Singapore Institute of Directors
   Account Number: 048-016620-2
   Swift Code: dbsssgsg
   Reference: (*Please quote invoice number*)
   (Note: All bank charges are to be borne by the applicant)