

## **SGOOD Fundamentals**

### **NonProfit Board and Directors Fundamentals**

**Target Audience** : Aspiring, new and current board members of nonprofit organisations

**Date and Time** : Tuesday, 2 April 2020 | 9.00am to 5.00pm

**Venue** : National Volunteers and Philanthropy Centre

**Cost** : S\$800 (excl. GST); S\$856 (incl. GST)\*

**CPD** : 8 hours

*\*This course has been pre-approved for VWOs-Charities Capability Fund (VCF) funding up to 28 August 2020. All exempt, registered charities and Institutions of a Public Character (IPCs) can apply for the VCF, and are required to submit the approval email from NCSS to SID via email to [events@sid.org.sg](mailto:events@sid.org.sg). Registration is on a first-come-first-served basis, with priority to VCF-funded applicants*

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NonProfit Board and Director Fundamentals is an ideal introduction to being a nonprofit director in Singapore. The course provides key information on the nonprofit environment and ecosystem in Singapore, and a broad understanding of statutory and fiduciary duties and responsibilities of directors of nonprofit organisations (NPOs) to establish mission and direction, and to provide legal and fiduciary oversight on behalf of the people served, the NPO's members and supporters, and the public.

### **Module 1: The NonProfit Organisation Board Building Cycle**

#### **Course Objectives**

1. Explains the “why”, “what” and “who” elements in the nonprofit sector that are required to strengthen organisational performance and health.
2. Offers insights into how the business of the organisation is conducted, how decisions are made and by whom.
3. Distinguishes between the responsibilities of the board to steer and influence, and the duties of the CEO to manage and implement.
4. Identifies small shifts in behaviours and approaches to bring about greater clarity and trust in the role of the NPO leadership team.

## Module 2: Care and Feeding of your NonProfit Organisation Board

### Course Objectives

1. Explains the “why”, “what” and “who” elements in the charity environment that are required to reinforce good governance as leadership strategy.
2. Offers insights into how high-functioning boards serve as guardians of the NPO mission.
3. Clarifies expectations of the board to set the NPO’s strategic direction and ensure availability of resources and appropriate oversight.
4. Outlines the NPO board’s responsibility to ensure legal and ethical integrity in the organisation.
5. Identifies small shifts in processes and habits to bring about greater respect and rigour on ways the NPO leadership team carries out its responsibilities.

### SPEAKER



**Winifred Loh**  
**Director, LeadForte**

When Ms Winifred Loh was Director for the Centre for Non-Profit Leadership for over three years, she worked with leadership teams of local nonprofit organisations to identify governance challenges and deepen their leadership bench strength for greater social impact. Prior to this, she was a Human Resource Director with over 20 years of learning and organisation development and human resource business partner experience in publicly listed companies. She continues to extend her contribution in the nonprofit sector while running her own consulting practice LeadForte. Ms Loh is an alumnus of the Strategic Perspectives in Non-Profit Management programme from Harvard Business School, and holds a Masters of Arts in Education and Human Development from George Washington University.

## Programme

- 8.30 am Registration (breakfast provided)
- 9.00 am Module 1:
- Overview of the non-profit environment and director landscape
    - Who and what is a director
    - Code of Governance for Charities and Institutions of a Public Character
  - Leadership formation and dynamics
    - Board composition, structure, responsibilities, expectations
    - CEO and management bench strength
    - Board dynamics and conduct, Board-CEO relationship, board performance and development
- 10.45 am Break
- 11.00 am Case study (facilitated discussion)
- 11.45 pm Self-check – Call to action
- 12:15 pm Lunch
- 1.15 pm Module 2:
- Financial stewardship
    - Financial reports and audits
    - Governance compliance
    - Funding and fundraising models
  - Organisational and operational effectiveness
    - Governance roles – chair and board partnership with the CEO, Role of CEO in organisational governance, role of the governance/nominating committee
    - Governance practices – board development, board performance and evaluation, succession planning
    - Culture building – inspiring and engaging staff, volunteers, board members, clients, partners and stakeholders
- 3.00 pm Break
- 3.15 pm Case study (facilitated discussion)
- 4.00 pm Self-check – Call to action
- 4.30 pm Wrap up and evaluation
- 5.00 pm End of programme

## REGISTRATION

Please register online at [www.sid.org.sg](http://www.sid.org.sg) by 26 March 2020.

### Course Enquiries

[Events@sid.org.sg](mailto:Events@sid.org.sg)

(+65) 6422 1188

(+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.

### **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](http://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)