



Board Performance Evaluation for Charities & IPCs

Introduction

This course is to assist Charities and IPCs in the understanding and consequently managing some of the major issues involved when considering how to carry out board performance evaluation. Different issues will apply to different charities and IPCs. It is the aim of this course to trigger the thought processes so that boards/management councils/committees may consider for themselves the issues that are appropriate to their own and their organisation's circumstances.

In leading up to these decisions, it can be useful to take a step back and try to identify the requirements of a board, management council/committee and the elements which need to be in place to achieve optimum performance.

Course Contents

- Requirements of a Board/Management Council/Committee
- The Decision to Pursue Evaluation
- Frequency & Benefits of Evaluation
- Methods: In-House/External Provider
- Performance Evaluation of the Board/Management Council/Committee
- Evaluation of Board Committees

For Whom

Board/Management Council/Committee members, chairmen, directors, trustees and senior staff of charities and IPCs.

Trainer

Mr Tan Lye Huat, FCMA, FCCA, C. Dir (UK) is the Founder and CEO of HIM Governance Pte Ltd., a dedicated governance solution and service organization aimed at enhancing the governance environment for owners, boards, management and other stakeholders of corporate, non-profit and governmental organizations. Through HIM Governance, he is the regional adviser/distributor for Governance for Owners LLP, a London-based governance focus fund management and shareowner engagement services provider, as well as the exclusive representative in the region for USA-based Dr John and Miriam Carver's Policy Governance®.

Lye Huat is an independent director of listed companies, an active present and past council, board, committee member of non-profit organizations in the Social and Education sectors such as the Singapore Institute of Management (SIM) and the Singapore Institute of Directors (SID), amongst others.

Administrative Details

Course date: Friday, 26 June 2009

Time: 2.00 pm – 6.00 pm

Venue: Raffles Town Club, 1 Plymouth Avenue, Singapore 297753

*Course fee: \$374.50

*Course fee (after 80% VCF Funding): \$74.90

*Course fee includes 7% GST, refreshment and course materials.

Enquiries

For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: enquiry@saicsa.org.sg

VCF Funding

Course Fee	\$374.50
Singaporean/PR (After 80% funding from VCF)	\$74.90
Employment Pass/ Work Permit Holders (After 60% funding from VCF)	\$150

- For Charities/IPC's that are members of National Council of Social Service (NCSS), kindly apply VCF funding online at <https://www.ncssapp.org.sg> at least **one week** before course commencement.
- Charities and IPC's only need to pay after-funding amount if the VCF application is approved.
- For charities/IPC's that are not members of NCSS, please download the application form at <https://www.charities.gov.sg/charity/index.do> and submit to VCF Secretariat at least **one week** before course commencement.
- For enquiries on VCF Funding, please contact:
VCF Secretariat
Capability & Community Funding Department
Hotline : 6210 2555
Fax : 6210 2530
Email : ncss_vcf@ncss.gov.sg

Terms & Conditions

- A place will be reserved for you upon receipt of registration form.
- Upon confirmation, an email will be sent one week before the commencement of the course.
- Payment is due **5 working days** prior to the commencement of the course.
- Please make cheque payable to **SAICSA**.
- There would be no cancellation and/or refund if participant fails to attend the conference.
- Full payment is chargeable for withdrawal after commencement, partial attendance or no show on the day of the course.
- A replacement from the same company is allowed. The replacement applicant who meets the funding eligibility can attend the course without penalty. Otherwise, full course fee will be charged.
- Notice of withdrawal must be made in writing.
- For withdrawal given in writing 8 working days or more **before** commencement of the course, no cancellation fee will be charged.
- For withdrawal given in writing **less** than 8 working days prior to commencement of the course, a 50% of the full fee will be charged.
- SAICSA reserves the right to change the date, time and venue or cancel the course due to unforeseen circumstances.

Registration Form

Fax: 6334 4669



Board Performance Evaluation for Charities And IPCs

Friday, 26 June 2009 ~ 2.00 pm to 6.00 pm ~ Raffles Town Club

Name: (Mr Ms Mrs Dr) _____ NRIC No.: _____

Nationality: Singaporean Singapore PR Other: _____

Membership Status: FCIS ACIS Grad ICSA Affiliate Member Non-Member

Designation: _____ Email: _____

Tel (O): _____ Mobile Phone: _____

Organisation: _____

Mailing Address: _____

_____ Postcode _____

Contact Person: _____ Designation: _____

(If different from participant)

Tel: _____ Fax: _____ E-mail: _____

Organisation Sector Category *(Please tick in the box):

- | | |
|--|---|
| 1. Education <input type="checkbox"/> | 5. Community <input type="checkbox"/> |
| 2. Health <input type="checkbox"/> | 6. Sports <input type="checkbox"/> |
| 3. Arts and Heritage <input type="checkbox"/> | 7. Others <input type="checkbox"/> (Please indicate): _____ |
| 4. Social and Welfare <input type="checkbox"/> | |

VCF Grant

Apply for VCF grant: Yes, 80% Yes, 60% No

Please attached a copy of the VCF email (that shows the reference number) with the registration form if applying for VCF grant.

Note: To obtain VCF funding, participant must meet the funding eligibility, attend the course and submit the course evaluation form at the end of the course. Otherwise, participant has to pay the full amount of the course fee.

Administrative Details:

- For enquiries: please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: enquiry@saicsa.org.sg
- Please ensure that you have read the terms and conditions.
- All cheque payments should be made to "SAICSA"
- Please mail your registration form with payment to :
SAICSA, 149 Rochor Road, #04-06 , Fu Lu Shou Complex, S(188425)

For Office Use

Invoice No:	Cheque No/Cash/Nets:	Amount:	Receipt No.