

Terms of Reference for SDEA Office Bearers

Version History			
	Name	Designation	Date
Author	Khairul Nizam	Vice-President (Term 2019-2021)	26 May 2020
Reviewer	SDEA Committee (2019-2021)	-	24 June 2020
Endorsed by			

Effective Date	24 June 2020
Review Date	24 June 2020

1. PURPOSE

1.1. This document outlines the Terms of Reference (TOR) and Appointment of SDEA Committee in ensuring effective administration and accountability. The Terms of Reference of Office Bearers are expanded from the Duties of Office Bearers as outlined in the SDEA Constitution.

2. MANAGEMENT AND COMMITTEE *(Extracted from the SDEA Constitution)*

2.1. The administration of SDEA shall be entrusted to a Committee consisting of the following to be elected at alternate general meeting.

- A President
- A Vice President
- A Secretary
- A Treasurer
- 2 to 5 Committee Members



- 2.2. Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office bearers, except the Treasurer, may be re-elected to the same or related post for a consecutive term of office. The term of office of the Committee is two years. Re-appointment of the outgoing Treasurer may be considered after a lapse of at least two years.
- 2.3. To qualify to stand for election to the Committee, a candidate has to be a fully paid up member of good standing with SDEA, and has to have been an active member of, or active volunteer with, SDEA prior to their consideration for election.
- 2.4. Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.
- 2.5. Any member of the Committee absenting themselves from three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. This may also be applied if a Committee Member resigns from their position. Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
- 2.6. The duty of the Committee is to organise and supervise the day-to-day activities of SDEA. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and always remains subordinate to the General Meetings.



2.7. The Committee shall have the power to remove the Committee member who is co-opted by the Committee before the expiration of this period of office and may co-opt another person in their stead. Any changes in the Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.

3. **DUTIES OF OFFICE-BEARERS** *(extracted from the SDEA Constitution)*

3.1. The **President** shall chair all General and Committee meetings. They shall also represent SDEA in its dealings with outside persons.

3.2. The **Vice-President** shall assist the President and deputise for them in their absence.

3.3. The **Secretary** shall keep all records, except financial, of SDEA and shall be responsible for their correctness. They will keep minutes of all General and Committee meetings. They shall maintain an up to date Register of Members and Standard Operating Procedures at all times.

3.4. The **Treasurer** shall keep all funds and collect and disburse all moneys on behalf of SDEA and shall keep an account of all monetary transactions and shall be responsible for their correctness. They are authorised to expend up to \$1,000 per month for petty expenses on behalf of SDEA. They will not keep more than \$1,000 in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice-President or the Secretary.

3.5. Ordinary Committee Members shall assist in the general administration of



SDEA and perform duties assigned by the Committee from time to time.

4. PRESIDENT

- 4.1. Ensures the effective action of the board in governing and supporting the organisation and oversees the SDEA Committee affairs. Acts as the representative of the Committee as a whole, rather than as an individual supervisor to staff.
- 4.2. Establish strong connection and leadership with the SDEA Secretariat in achieving the organisation's mission.
- 4.3. Provides leadership to the SDEA Committee in expediting the goals of the organisation.
- 4.4. Encourages the SDEA Committee in strategic planning.
- 4.5. Speaks to the media and the community on behalf of the organisation.
- 4.6. Chairs meetings of the SDEA Committee after developing agendas together with the SDEA Secretariat.
- 4.7. Recommends to the SDEA Committee various committees and subcommittees that are to be established and appoints the chairpersons of committees, in consultation with other SDEA Committee members.
- 4.8. Seeks volunteers for committees and coordinates individual SDEA Committee member deployment and assignments.
- 4.9. Makes sure each committee has a chairperson and stays in touch with chairpersons to be sure that their work is carried out; identifies committee recommendations that should be presented to the SDEA Committee.
- 4.10. Determine whether Executive Committee meetings are necessary and



convene the committee accordingly.

4.11. Serves *ex officio* as a member of committees and attends their meetings when invited.

4.12. Establishes a search and selection committee (usually acts as chair) for hiring the Secretariat staff wherever necessary. Convenes board discussions on evaluating the Secretariat staff and negotiating compensation and benefits packages.

4.13. Reviews with the Secretariat any issues of concern to the SDEA Committee and discusses issues confronting the organisation.

4.14. Formally evaluates the performance of the Secretariat and informally evaluates the effectiveness of the SDEA Committee members.

4.15. Ensures that SDEA Committee matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new SDEA Committee members.

4.16. Monitors financial planning and financial reports.

4.17. Plays a leading role in fund-raising activities.

4.18. Evaluates annually the performance of the organisation in achieving its mission.

5. VICE-PRESIDENT

5.1. Acts as the President in his or her absence; assists the President on the above or other specified duties.

5.2. Works closely with the Secretariat and other Committee Members.

5.3. Participates closely with the President to develop and implement staff and



committee member transition plans.

- 5.4. Frequently assigned to a special area of responsibility, such as governance, research, or media engagement.
- 5.5. Performs other responsibilities as assigned by the SDEA Committee.

6. SECRETARY

- 6.1. Maintains records of the SDEA Committee and ensures effective management of organisation's records.
- 6.2. Manages minutes of the SDEA Committee meetings.
- 6.3. Ensures minutes are distributed to members shortly after each meeting.
- 6.4. Is sufficiently familiar with legal documents (constituencies, by-laws, etc.) to note applicability during meetings.

7. TREASURER

- 7.1. Manages the SDEA Committee's review of, and action related to, the committee's financial responsibilities.
- 7.2. May work directly with the Finance manager or other Secretariat staff in developing and implementing financial procedures and systems.
- 7.3. Ensures that appropriate financial reports are made available to the committee. Regularly reports to the SDEA Committee on key financial events, trends, concerns, and assessment of fiscal health.
- 7.4. Meets annually with the auditor in conjunction with the Finance and/or Audit Committees.



7.5. Ensures, through the Finance Committee, sound management of finance matters.

