

Fundamental Series
So, You Want To Be A Nonprofit Director

Target Audience	: Aspiring and new board members of nonprofit organisations (NPOs), and executive directors of NPOs
Date	: Wednesday, 18 September 2019
Time	: 6.00 pm to 9.00 pm
Venue	: St Magdalene's Room, Level 3, Catholic Centre, 55 Waterloo Street, Singapore 187954
Cost	: S\$170 (excl. GST); S\$181.90 (incl. GST) <i>There is a National Silver Academy (NSA) subsidy of \$100 for each eligible senior citizen (aged 50 and above in the year of the course commencement and is a Singapore Citizen or Permanent Resident), subject to conditions.</i>
CPD	: 3 hours

Directors of NPOs face challenges such as fundraising and the duality of their governance and volunteer roles, in addition to those of regular directorships. This course aims to provide participants with a good understanding of what it means to be on the board of a NPO and the key considerations for joining a nonprofit board. This is a programme supported by the Social Service Institute (SSI) with a funding support by National Silver Academy (NSA).

Course Objectives

1. Provide an understanding of the nonprofit landscape.
2. Identify the duties, responsibilities, liabilities and benefits of being a nonprofit director.
3. Help participants make informed decisions before joining a nonprofit board.
4. Share the next steps for one's development as a director.

Programme

5.00 pm	Registration (Light dinner provided)
6.00 pm	The Directorship Landscape
6.45 pm	Duties, Responsibilities & Liabilities
7.30 pm	Benefits
8.15 pm	Directorship Journey
8.45 pm	Q & A
9.00 pm	End of Programme

Registration

Please register online at www.sid.org.sg by **13 September 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 changes 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 a 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 efforts to notify participants of changes, should they happen.

If SID cancels a course, a full refund will be made to the 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 only 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
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: Raffles Place Branch
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)

NSA SUBSIDY ELIGIBILITY & PAYMENT

1. There is NSA subsidy of \$100 per eligible senior for the cost of this programme.
2. An eligible senior must be a Singapore Citizen or a Permanent Resident aged 50 and above in the year of course commencement.
3. Seniors who wish to apply for NSA subsidy must submit the required information in the consent form in Appendix 1 for processing. On the day of the course, seniors are also required to bring along their original NRICs or FINs for verification.
4. Seniors may submit the requisite documents via the following ways:
 - a) Via email at events@sid.org.sg
 - b) Via mail to the following:
Singapore Institute of Directors, 168 Robinson Road,
#09-06, Capital Tower, Singapore 068912
Attention: Ann Chong
Reference: SYN NSA Subsidy
5. The full course fee of \$181.90 (inclusive of GST) is to be paid upfront. Upon verification of the requisite documents, eligible seniors will be refunded the subsidy amount of \$83 via cheque. Seniors will be entitled to the subsidy only upon fulfilment of the eligibility criteria. The verification and refund process may take approximately 1 month.

SYN Course: So, You Want To Be A NonProfit Director Application Form for NSA Subsidy

Consent for Use of Personal Data

By submitting this form, I consent to my personal data being collected, disclosed to, and used by C3A and its relevant partners, for purposes that shall include but not limited to the following: course administration, keeping me informed of relevant information on programmes, research and other publicity relating to active ageing (via sms, email and/or other modes of communication, whether mobile electronic or otherwise), as well as for statistical studies, comparison, research and/or any other related use. Do note that photographs and videos may be taken during the course for publicity purposes.

I understand that I may update my personal data or withdraw my consent at any time by emailing dataprotection@c3a.org.sg. C3A's privacy policy may be viewed at www.c3a.org.sg.

Requisite Information

Please note that all the fields indicated below are mandatory.

Name of Senior Participant (as per NRIC):	_____
NRIC or FIN No:	_____
Resident Status (SC / PR):	_____
Date of Birth (DD/MM/YYYY):	_____
Gender (M/F):	_____
Race (C/I/M/O):	_____
Contact No:	_____
Email:	_____
Postal Code:	_____
Payee Name (if different from above):	_____
Payee Address:	_____ _____ _____
_____	_____
Name & Signature	Date

About C3A

The Council for Third Age (C3A), set up in May 2007, is an agency which promotes active ageing in Singapore through public education, outreach and partnerships. As an umbrella body in the active ageing landscape, with its focus on senior learning and volunteerism, as well as positive ageing, C3A works with and through partners to help third agers age well. C3A is appointed to administer the National Silver Academy (NSA).

