SGOOD
Governance for Outstanding Organisation Directors Programme

SID
SINGAPORE
INSTITUTE OF
DIRECTORS

SGOOD Advanced Series

SGA6: Five Things a NonProfit Director MUST Know

Target Audience : New and current board members of nonprofit organisations

Date : Thursday, 16 July 2020

Time : 9am – 1pm

Venue : National Volunteer & Philanthropy Centre
6 Eu Tong Sen Street, #04-88, The Central, Singapore 059817

Cost : S$400 (excl. GST); S$428 (incl. GST)*
This course has been pre-approved for VWOs-Charities Capability Fund (VCF) funding up to 26 February 2021. 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. Registration is on a first-come-first-served basis, with priority to VCF-funded applicants

CPD : 4 hours

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Course Description

You have joined the board of a non-profit organization, with all good intentions, but may not have a full appreciation of the role of a non-profit organization ("NPO") director, nor the responsibilities and liabilities associated with it. You may also not be aware of the different legislation and regulations relating to the charity in your particular sector or the programs that you are running.

This course examines what is directorship of a non-profit organization entails, explaining the obligations, liabilities and responsibilities of directorship, by reference to case studies and a panel discussion with existing directors of non-profit organisations across different sectors offering a wide range of programs.

Course Objectives

1. Provide an overall understanding of the different types of non-profit organisations and their respective compliance obligations and associated benefits and risks.
2. Understand how Institutions of a Public Character (IPCs) differ from normal charities and what are the obligations of an IPC.
3. Know the duties of non-profit directors, including:
    a) What fiduciary duty means
    b) The duty to act honestly and diligently
    c) The duty to avoid conflicts of interest
    d) Delegation of duties
4. Highlight pitfalls of directorship by reference to case studies

Programme

8.30am   Registration

9.00am   Sharing on:
- Types of non-profit organisations
- Differences between IPCs and charities
- Compliance obligations of non-profit organisations
- Duties of non-profit directors, including the duty to act honestly and diligently and the duty to avoid conflicts of interest.
- Whether a director can delegate his responsibilities

10.45am   Tea Break

11.00am   Facilitated case studies

12.00pm   Panel Discussion

12.45pm   Wrap up and Evaluation

1.00pm   End of Program

SPEAKER

Loong Tse Chuan
Partner, Litigation & Dispute Resolution
Allen & Gledhill LLP

Mr Loong Tse Chuan graduated on the Dean's List (1998 to 2000) and Final Year Dean's List (2001) of the National University of Singapore, and won several prizes for academic excellence. He is a Facilitator for the Civil Litigation and Ethics & Professional Responsibility subjects of the Preparatory Course leading to Part B of the Singapore Bar Examinations.

Mr Loong is currently a Partner in the Litigation & Dispute Resolution department at Allen & Gledhill LLP with close to twenty years of experience and has a broad commercial litigation practice which includes shareholder disputes, joint venture disputes and claims in respect of breaches of directors' duties.

Please register online at www.sid.org.sg by **11 July 2020.**

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.

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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
(a) SID Courses (applicable to Fundamentals; Essentials; Advanced)
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. Participants who need to defer a registered course to a later date may update SID via email (events@sid.org.sg) Deferment is only allowed for half-day and full-day courses run by SID. Request for deferment is free of charge if it is made at least 10 working days prior to the registered course date. A deferment fee will be charged if less than 10 working days' notice is given. Deferment fees are $50 for half-day and $100 for full-day courses. We allow up to **two** deferments per course, after which participants are required to make a new registration for the course

(b) SID forums (applicable to Updates; Focus)
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.

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 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)

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