

INDIVIDUAL BOARD MEMBER'S (CODE OF CONDUCT) POLICY

Board/Management Committee members of charities are expected to meet certain standards of Committee behaviour and conduct as outlined below:

1. General Expectations

- a. Know the vision, mission, purposes, goals, policies, programmes, services, strengths and needs of Bowls Singapore (BSG) and SNOC and WADA requirements
- b. Perform duties as a Board/Management Committee member responsibly and diligently.
- c. Attend all Board/Management Committee meetings and serve on committees so assigned.
- d. Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- e. Keep abreast with trends in the charity sector and other factors that will affect the work of BSG.
- f. Build goodwill and team spirit among BSG Board/Management Committee members and BSG staff for the benefit of the collective interest of BSG.
- g. Maintain independence and objectivity and exercise fairness, integrity and ethics in the execution of their duties.
- h. To be mindful that as Board/Management Committee members they represent BSG publicly and must seek to promote the image and interests of BSG whenever appropriate.

2. Meetings

- a. Read the minutes of meetings and supporting materials prior to BSG Board/Management Committee and sub-committee meetings.
- b. Raise timely and substantive questions and request for information whenever there is something that appears unclear or questionable, to ensure that all policy matters are thoroughly deliberated.
- c. Participate in and take responsibility for making decisions on issues, policies and other BSG Board/Management Committee matters.
- d. Ensure that all decisions taken by the BSG Board/Management Committee are aligned to BSG's purpose and mission.
- e. Maintain confidentiality of the BSG Board/Management Committee meeting sessions, and support the final majority decision on issues discussed by the BSG Board/Management Committee.
- f. Periodically suggest agenda items for BSG Board/Management Committee and committee meetings and ensure that significant, policy-related matters are addressed.

3. Relationship with Staff

- a. Counsel the General Manager (GM)/Executive (Executive) as appropriate and support him or her in the work.
- b. In conducting BSG Board/Management Committee business, avoid asking for specific favours of the staff, (including special requests for extensive information).
- c. Follow established policies and procedures in dealing with grievance or complaints against BSG or its staff and to avoid prejudiced judgement on the basis of information received from individuals or groups without due inquiry.

4. Conflict of Interests

- a. Serve BSG as a whole rather than any special interest group or constituency.
- b. Declare any personal or vested interest in business transactions, contracts and/or joint ventures that BSG may enter into, as soon as such conflict or the possibility of such conflict arises and to abstain from discussion, decision-making and/or voting on the transaction or contract.
- c. Declare any close relationships (i.e. more than acquaintances) with staff or recruits, and refrain from influencing decision in the recruitment process.
- d. Serve his or her term of office without remuneration so as to maintain the integrity of serving for public trust and community good instead of for personal gain.
- e. In performing Board/Management Committee member duties, not to accept or offer personal favours or gifts from or to any interest group, constituency, or BSG staff.

5. Financial Responsibilities

- a. Exercise prudence and integrity in the management, control and transfer of BSG funds, investments and other financial assets.
- b. Review BSG's financial statements and pay attention to issues of concern to BSG.

6. Fund-Raising

- a. Assist charity staff by supporting fund-raising strategies and promote these strategies through personal influence and contacts with others (corporations, individuals, and foundations).