

Effective Governance and Compliance for **CHARITIES & IPCs**

Conference Programme

CHARITIES (AMENDMENT) ACT 2007 AND THE NEW CODE OF GOVERNANCE

The Charities (Amendment) Act 2007 was birthed to strengthen the existing regulatory regime. It empowered regulators, albeit with the underlying philosophy of a “light-touch” regulation, to create an active, better governed and vibrant charity sector in Singapore. In tandem with efforts to improve governance capability for charities and IPCs, a new set of guidelines have also been proposed to help charitable organizations in the area of board governance, conflict of interest, financial management, human resource policies and fund raising. *This interesting and practical session highlights:*

- The landmark legislative and regulatory developments
- Insights on how charities could internally incorporate best practices
- Meet the public expectation of greater transparency and accountability
- How to “do good” well

GREGORY VIJAYENDRAN, Partner, Rajah & Tann

ONE SIZE DOES NOT FIT ALL: THE GOVERNING BOARD’S ROLE IN OVERSEEING CHARITABLE ORGANISATIONS AND IPCS

Recent concerns about accountability and stewardship by the governing boards of charitable organizations have placed the spotlight on governance. Everybody refers to best practices, but all too often the resulting enumeration of those practices is both theoretical and cursory. Those discussions often ignore the fundamental question: What concrete steps should the governing board take to implement the recommended best practices?

Jack Siegel’s presentation will take a close look at the role of the governing board’s role, with a clear focus on evaluation and implementation of recommended practices. Jack will draw on case studies selected from the many he has reviewed over the years. He will offer concrete suggestions that conference participants can implement. Jack will incorporate the Code of Governance recently promulgated by Singapore’s Charity Council into his discussion. Many of the Charity Council’s best practices parallel those recommended by advisory groups in the United States, highlighting the universal nature of the problems challenging charities and their governing boards throughout the world.

I. Laying the Base

- Comparison of the Singapore and U.S. charitable sectors
- U.S. and Singapore efforts to improve governance
- Common problems facing Singapore and U.S. charities

II. Governing Board Basics

- The relationship between the board and the chief management officer (*executive director*)
- Board member qualifications
- Optimal board size
- Board member terms, removal, and resignation
- Board access to information
- Board committees
- Conducting board meetings (*meeting format, meeting content, etc.*)
- Merits of meeting by teleconferences, video conference, and e-mail
- Maintaining meeting minutes

III. Governing Board Duties

- Setting policy
- Setting executive compensation and evaluating performance

- Overseeing core risks
- Maintaining confidences
- Financial oversight

IV. Key Policies

- Conflicts-of-interest policies (*conflicts involving related-party providers of goods and services, related-party loans, conflicts involving for-profit ventures, duality-of-interests conflicts, and conflicts involving loyalty rather than money*)
- Employment practices
- Whistleblower policies
- Gift-acceptance policies
- Record retention policies

V. Financial Oversight

- Overview of the governing board’s role in financial matters
- Sources of and reasons for fraud (*the U.S. experience*)
- Ten essential financial controls
- Reading nonprofit financial statements
- Budgeting

JACK B. SIEGEL, Attorney, Charity Governance Consulting LLC

Author of ‘A Desktop Guide for Nonprofit Directors, Officers, and Advisors: Avoiding Trouble While Doing Good (Wiley 2006)’

RISK MANAGEMENT AND INTERNAL CONTROLS FOR CHARITABLE ORGANIZATIONS

- Stakeholder expectations
- Common risks affecting charitable organizations
- Designing effective risk management and control framework
- Challenges in maintaining risk management and control framework

DAVID CHEW, Managing Director, Risk Management, Deloitte & Touche Enterprise Risk

About the Speakers

GREGORY VIJAYENDRAN, Partner, Rajah & Tann

Gregory Vijayendran is a partner in the Commercial Litigation Practice Group in Rajah & Tann. Gregory has had a long-standing direct involvement in various Voluntary Welfare Organizations for more than 15 years including being a founding member and Vice President of the Children's Cancer Foundation (then known as Working in Aid of Leukaemic Kids) from 1992-1995, organizing Camp Rainbow and presently serving as President of Club Rainbow (Singapore) as well as Executive Advisor to We-Sharecare Children's and Youth's Society.

In 2005, he served on the Resource Panel for the GPC for the Ministry of Community, Youth and Sports and presently serves as a Board Member of Social Service Training Institute. Over the years, he has given legal advice to governmental institutions, various individuals and groups including for the start-up of new volunteer initiatives and VWOs.

JACK B. SIEGEL, Attorney Charity Governance Consulting LLC

Author of 'A Desktop Guide for Nonprofit Directors, Officers, and Advisors: Avoiding Trouble While Doing Good (Wiley 2006)'

Jack B. Siegel is an attorney (Illinois and Wisconsin) and CPA (Wisconsin), holding an LLM in Taxation from New York University and a Masters of Management from Northwestern University's Kellogg School of Management. Jack currently provides consulting services to nonprofits through Charity Governance Consulting LLC. He focuses on board and staff training, governance, financial management, record retention, and special projects.

Jack has previously practiced law as a partner in the tax department of a major American law firm, served as assistant general counsel to a nonprofit low-income housing tax credit syndicator, and developed computer-based training software for lawyers, financial professionals, and nonprofits.

Jack is the author of A DESKTOP GUIDE FOR NONPROFIT DIRECTORS, OFFICERS, AND ADVISORS: AVOIDING TROUBLE WHILE DOING GOOD (Wiley 2006), a comprehensive 744-page book addressing the legal, financial, tax, regulatory, and governance issues facing nonprofit boards and senior officers. He also maintains a highly-regarded online journal, accessible at <http://charitygovernance.com>. Jack is a frequent speaker and lecturer at nonprofit conferences throughout the United States.

DAVID CHEW, Managing Director, Risk Management, Deloitte & Touche Enterprise Risk

David is a partner with Deloitte Singapore and specialises in providing financial and enterprise risk consulting services. David spent 3 years in corporate and securities fraud investigations and 12 years providing risk management consulting and financial advisory services. The profile of David's clients ranges from financial services, asset management, commodities trading, telecommunications as well as the public sector.

Who Should Attend

Regulators governing Charities & IPC; Chairmen, Presidents, Heads, Directors, Board Members, Volunteers, Consultants, Auditors, Accountants, Financial Advisors, Lawyers & Legal Counsel involved in Charities and IPCs from across these sectors:

- Social Service
- Education
- Health
- The Arts and Heritage
- Community & Youth
- Sports
- Religious & other Charities

Registration Form (Please read booking conditions)

YES! I would like to register for: Effective Governance and Compliance for CHARITIES & IPCs

PRICE

Conference Fee S\$450 + 7% GST

Register 3 delegates and the 4th attends for free!

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BOOKING CONDITIONS

1. Registrations will be confirmed and a seat reserved for you upon receipt of your Registration Form.
2. If you are unable to attend the conference, a substitute delegate is welcome at no extra charge. Alternatively, your registration can be credited to a future conference, with a validity of 6 months.
3. For cancellations received in writing more than 1 week prior to the conference, a full refund less S\$100 administrative charge will be given. If payment of conference fee has not been made, an invoice for S\$100 will be issued for your settlement.
4. For cancellations received in writing less than 1 week prior to the conference, no refund will be given. If payment of conference fee has not been made, an invoice for the full amount will be issued for your settlement.
5. All speakers and topics are correct at the time of printing. LexisNexis reserves the right to substitute speakers and cancel or alter the content and timing of the programme for reasons beyond its control.
6. Where group discounts are offered, delegates must sign up collectively.