

**Mandate and Terms of Reference
of the Management Committee
of
the Rotary Family Service Centre**

1. TITLE & LEGAL STATUS

- (i) This Committee of Rotary Family Service Centre shall be known as the Management Committee.
- (ii) Rotary Family Service Centre is a division of Foundation of Rotary Clubs (Singapore) Ltd (“FRCS”) and shall be referred to as “RFSC” or simply “the Centre”.

2. PLACE OF BUSINESS

Its place of business shall be at Blk346 Clementi Avenue 5 #01-10 and #01-32 Singapore 120346.

3. OBJECTS

The objects of RFSC are:

- (i) To adhere, familiarise and execute the Singapore government’s goals in providing social services to the underprivileged families within its population.
- (ii) To provide family oriented programmes which are responsive to the changing needs of the community.
- (iii) To collaborate with community organisations to improve social services for residents.
- (iv) To nurture the potential (or potentials) of individuals, families and groups with special needs.
- (v) To encourage, develop and sustain the participation of volunteers in providing community services.
- (vi) To share, where appropriate, the experience and expertise gained from running the Centre with other relevant bodies.
- (vii) To ensure that the Centre complies with all the local statutory requirements under the various Acts and to maintain good governance.

4. **MANAGEMENT COMMITTEE**

- (i) The management of the Centre shall be vested in a Management Committee.
- (ii) The Management Committee shall consist of the following Members:
 - a. FIVE Members nominated by the Board of Directors of FRCS.
 - b. THREE Members co-opted by the Management Committee.
 - c. The immediate past Chairman of RFSC.
 - d. TWO Advisors – the Chairman of the FRCS and another Rotarian to be appointed by the FRCS.
- (iii) The Management Committee shall operate independently and autonomously from the Board of Directors of FRCS.

5. **OFFICE BEARERS**

- (i) The Management Committee shall appoint from among its Members the following office-bearers:
 - a. Chairman
 - b. Vice-Chairman
 - c. Honorary Secretary
 - d. Honorary Treasurer

6. **TERMS OF OFFICE**

- (i) The Chairman of the Management Committee shall serve for a term of TWO years but shall be eligible for reappointment for not more than THREE consecutive terms.
- (ii) The Vice-Chairman and Honorary Secretary shall serve for a term of TWO years but shall be eligible for reappointment but shall be eligible for reappointment for not more than THREE consecutive terms.
- (iii) The Honorary Treasurer shall serve for a term of TWO years but shall be eligible for reappointment for not more than TWO consecutive terms.
- (iv) The other Members shall serve shall serve for a term of TWO years but shall be eligible for reappointment but shall be eligible for reappointment for not more than THREE consecutive terms.

- (v) In the event of any office-bearer or Management Committee Member ceasing to continue in office for any reason whatsoever, the Management Committee shall appoint another Member to fill the vacancy until the next nomination.
- (vi) A Member who is a full time paid employee of the Centre shall not be eligible to serve in the Management Committee.
- (vii) Advisors shall not be eligible to vote at Committee Meetings.
- (viii) Any Member of the Management Committee who wishes to resign from the Management Committee must send in his/her resignation in writing to either the Chairman or the Honorary Secretary of the Management Committee.
- (ix) Any Member of the Management Committee absenting himself or herself for THREE consecutive Management Committee Meetings shall be deemed to have withdrawn from the Committee unless a satisfactory explanation in writing is forwarded to the Management Committee.
- (x) Any change in the Management Committee shall be notified to the Company Secretary of FRCS within TWO weeks of the change.

7. POWERS OF THE MANAGEMENT COMMITTEE

- (i) The Management Committee is established with full powers to carry out the objects of the Centre.
- (ii) The Management Committee shall operate independently of the Board of Directors of FRCS.
- (iii) The Management Committee shall be empowered to:
 - a. Appoint committees or sub-committees for special purposes as it considers necessary for the proper management and administration or in furtherance of the objects of the Centre;
 - b. Appoint members to committees or sub-committees;
 - c. Employ such staff as may be necessary to carry out the functions of the Centre; and
 - d. Make decisions on day to day matters affecting the running of the Centre.

8. DUTIES OF THE MANAGEMENT COMMITTEE

The duties of the Management Committee shall be to:

- (i) Identity, plan, monitor and evaluate all social service projects.
- (ii) Ensure that the Centre administers the funds within the approved budget.
- (iii) Oversee the smooth running of the Centre's operation.
- (iv) Work closely with the National Council of Social Service on matters related to the running of the voluntary welfare organisations.
- (v) Carry out specific duties as per attached at Appendix 1.

9. DUTIES OF OFFICE-BEARERS

The duties of the office-bearers shall be as follows:

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| Chairman | : | <p>presides at all meetings;</p> <p>signs the minutes of all meetings as they are approved;
and</p> <p>acts as a signatory for cheques issued upon the bank account(s) of the Centre.</p> |
| Vice-Chairman | : | <p>assist the Chairman in his/her duties and deputies for him/her in his/her absence.</p> |
| Honorary Secretary | : | <p>ensures that the Annual Report of the Centre is prepared;</p> <p>provides any information, except financial, required by the Management Committee or by the Chairman;</p> <p>performs all the duties entrusted to him/her by the Management Committee; and</p> <p>keep the minutes of all meetings of the Centre.</p> |
| Honorary Treasurer | : | <p>maintains an up-to-date record of all accounts of the Centre;</p> <p>keeps all funds and disburses all monies on behalf of the Centre under the direction of the Management Committee;</p> |

ensures payment to the firm of Auditors as approved by the Management Committee;

ensures that excess funds of the Centre shall be deposited in the name of the Centre in banks or other financial institutions appointed by the Management Committee;

signs all cheques and sign them jointly with either the Chairman or the Vice-Chairman of the Centre;

approves all financial correspondences on behalf of the Centre; and

prepares an annual statement of audited accounts for presentation to the Annual General Meeting called for by FRCS.

Management
Committee Members : shall attend meetings and assist the Management Committee in the achievement of the objects of the Centre.

Sub-Committee
Members : shall not have voting rights.

10. **SIGNING OF CHEQUES**

All cheques drawn upon the bank account(s) of the Centre shall be signed by the Honorary Treasurer together with either the Chairman or one of the other officers of the Management Committee.

11. **FISCAL YEAR**

The fiscal year of the Centre shall be from 1st July to 30th June of each calendar year and all reports and financial statements shall cover this period.

12. **QUORUM**

The Management Committee meetings shall be held not less than once every TWO months and not less than half of the Management Committee Members present shall constitute a quorum.

13. SUB-COMMITTEES

The Management Committee shall delegate to its appointed sub-committee such powers or duties as it may deem fit, provided that all acts of such sub-committees shall be ratified at the first opportunity by the Management Committee; and that all expenditure made by such sub-committees shall receive the prior authorisation of the Management Committee.

14. AUDITORS

- (i) The Auditors appointed at each Annual General Meeting of FRCS shall also audit the accounts of the Centre.
- (ii) The remuneration of the Auditors, if any, shall be fixed at the Annual General Meetings of FRCS.
- (iii) The Auditors will be required to audit each year's accounts and present a report upon them.
- (iv) They may be required by the Management Committee to audit the Centre's account for any period within their tenure of office at any date and make a report to the Management Committee.

15. DISSOLUTION

- (i) The Centre shall not be dissolved, except with the consent of no less than three-fifths of the members of FRCS or by a written mandate of National Council of Social Service.
- (ii) In the event of the Centre being dissolved, all debts and liabilities legally incurred on behalf of the Centre shall be fully discharged, and the remaining assets of the Centre shall be distributed to other charitable organisations which are registered under the Charities Act, 1982 as the Members shall decide.

16. ALTERATION OF RULES/AMENDMENT OF CONSTITUTION

- (i) These rules shall only be altered, amended or rescinded at an Annual or Extraordinary General Meeting of FRCS.
- (ii) Every alteration of these rules shall be referred to the Chairman of FRCS who so promptly refers this matter to the Board of Directors of FRCS for their approval and advice.

17. **DISCLOSURE OF INTEREST**

If a Member of the Management Committee is directly or indirectly interested in any contract, proposed contract, or other matter and is present at a meeting of the Centre or of the Management Committee or any sub-committee thereof, at which the contract or other matter is the subject of consideration, the Member shall, at the meeting and as soon as practicable after it commences, disclose the fact, and shall not thereafter be present during the consideration of and discussion of, and shall not vote on, any question with respect to that contract or other matter.

18. **INTERPRETATION**

In the event of any question or matter arising out of any point which is not expressly provided in these rules, the Management Committee shall have power to use their own discretion.

19. **PROHIBITIONS**

The following are prohibited:

- (i) Gambling of any kind, whether for stakes or not, is forbidden on the Centre's premises. The introduction of materials for gambling or drug-taking and of bad characters into the premises is prohibited.
- (ii) The funds of the Centre shall not be used to pay the fines of Members who have been convicted in Court.
- (iii) The Centre shall not hold any lottery whether confined to its Members or not in the name of the Centre or its office-bearers, Committee or Members unless approval has been obtained from the competent authorities and the Registrar of Societies.
- (iv) The Centre shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- (v) The Centre shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

Rotary Family Service Centre Management Committee

1. To provide strategic advisory in the provision of social services.
2. To check, monitor and maintain professional standards of practice offered by professional staff of RFSC.
3. To provide consultative, networking, resource, and public relations support to the professional management team of RFSC in service delivery and compliance with submission and reporting requirements of National Council of Social Service and Ministry of Social and Family Development.
4. To ensure ethical practice and professional conduct by professional staff of RFSC.
5. To manage staff disciplinary issues related to misconduct or breach of professional ethics.
6. To review and approve the yearly budgets of various social services under the RFSC purview. Currently, these services include:
 - (i) Family Service Centre.
 - (ii) Community Support Programmes.
 - (iii) Any other pilot or funded programs by government, donors and corporate sponsors.