

# **Governance Evaluation Checklist for Financial Year Ended 31 March 2024**



**Singapore National Paralympic Council**

# Governance Evaluation Checklist

S/N	Code Guidelines	Code ID	Response	Explanation
Board Governance				
1	Induction and orientation are provided to incoming Board members on joining the Board.	1.1.2	Complied	
	Are there Board members holding staff* appointments?		No	
2	Staff* does not chair the Board and does not comprise more than one-third of the Board.	1.1.3		
3	There are written job descriptions for their executive functions and operational duties which are distinct from their Board roles.	1.1.5		
4	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity). Should the charity not have an appointed Board member, it will be taken that the Chairman oversees the finances.	1.1.7	Complied	
5	All Board members submit themselves for re-nomination and re-appointment, at least once every three years.	1.1.8	Not Complied	Based on our Constitution, The President, one Vice President, Honorary Treasurer and Assistant Honorary Treasurer shall be elected at an Annual General Meeting and shall hold the office for a term of 4 consecutive years. The Board's 4-year term is based on the Paralympic cycle of 4 years and in compliance with the requirement of International Paralympic Council Committee.

6	The Board conducts self evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.	1.1.12	Complied
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Are there Board member(s) who have served for more than 10 consecutive years?

No

7	The charity discloses in its annual report the reasons for retaining Board member(s) who has served for more than 10 consecutive years.	1.1.13	
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8	There are documented terms of reference for the Board and each of its Board committees.	1.2.1	Complied
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#### Conflict of Interest

9	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	2.1	Complied
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10	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	2.4	Complied
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#### Strategic Planning

11	The Board periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied
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#### Human Resource and Volunteer\* Management

12	The Board approves documented human resource policies for staff.	5.1	Complied
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13	There is a documented Code of Conduct for Board members, staff* and volunteers* (where applicable) which is approved by the Board.	5.3	Complied
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14	There are processes for regular supervision, appraisal and professional development of staff*.	5.5	Complied
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	Are there volunteers* serving in the charity?		No
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15	There are volunteers* management policies in place for volunteers*.	5.7	
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#### Financial Management and Internal Controls

16	There is a documented policy to seek Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes.	6.1.1	Complied
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17	The Board ensures internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied
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18	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied
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19	The Board ensures that there is a process to identify, regularly monitor and review the charity's key risks.	6.1.4	Complied
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20	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied
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	Does the charity invest its reserves, including fixed deposits?		Yes
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21	The charity has a documented investment policy approved by the Board.	6.4.3	Complied
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#### Fundraising Practices

	Did the charity receive cash donations (solicited or unsolicited) during the year?		Yes
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22	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied
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	Did the charity receive donations-in-kind during the year?		Yes
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23	All donations-in-kind received are properly recorded and accounted for by the charity.	7.2.3	Complied
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#### Disclosure and Transparency

24	The charity discloses in its annual report: i. Number of Board meetings in the year; and ii. Individual Board member's attendance.	8.2	Complied
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	Are Board members remunerated for their Board services?		No
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25	No Board member is involved in setting his or her own remuneration.	2.2	
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26 The charity discloses the exact remuneration and benefits received by each Board member in its annual report. OR The charity discloses that no Board members are remunerated

8.3

Does the charity employ paid staff?

Yes

27 No staff is involved in setting his or her own remuneration.

2.2

Complied

28 The charity discloses in its annual report:  
 i) The total annual remuneration (including any remuneration received in its subsidiaries), for each its three highest paid staff\*, who each receives remuneration exceeding \$100,000, in bands of \$100,000; and  
 ii) If any of the 3 highest paid staff\* also serves on the Board of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000.  
 OR  
 The charity discloses that none of its staff\* receives more than \$100,000 in annual remuneration each

8.4

Complied

29 The charity discloses the number of paid staff\* who are close members of the family\* of the Executive Head or Board Members, who each receives remuneration exceeding \$50,000 during the year, in bands of \$100,000. OR The charity discloses that there is no paid staff\* who are close members of the family\* of the Executive Head or Board Member, who receives more than \$50,000 during the year.

8.5

Complied

#### Public Image

30 The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.

9.2

Complied



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