

LCSF GOVERNANCE & POLICIES

The Lions Community Service Foundation is bound by its *Constitution* which covers most of the Foundation policies and by those defined from time to time for its daily operations by the *Board of Directors* under the supervision of a *Board of Trustees* or of the *General Assembly*.

Governance and Committees:

The Foundation is managed by three groups of persons:

- A Board of Directors (BOD), and in the BOD four Office Bearers *(1)*, will supervise the daily operations and rules applicable to the Foundation and more particularly the implementation of the Grant and the Finance policies.
- Several specific Committees chaired by Directors or by Lions members whose experience has been recognised by the board of Directors. All Committees are governed by Terms of Reference which are regularly reviewed and approved by the BOD and which define the policies and the SOP to be complied with.

As of March 2021, seven committees were active:

- Grant Committee.
- Finance Committee.
- Outreach Committee.
- Fund raising Committee.
- Audit Committee.
- Legal Committee.
- IT committee.

(1) A Chairman, a Vice Chairman, a Secretary and a Treasurer.

- A Management Team headed by an Executive Manager to implement the directives and decisions of the Board of Directors and its Office Bearers.
- The Board of Trustees is monitoring the Foundation's activities as per Article 12 of the Constitution.

Grant Making Policy – Grant Committee:

- All grants made by the Foundation by the Grant Committee under the Vice Chairman's supervision must comply with the goals defined in its Constitution, with the Charities Act regulations and with the policies of the Commissioner of Charities (COC).
- Funds raised by donors who want to enjoy tax benefits under the Foundation Institute of Public Character status (IPC) must comply with above grant policies and the COC fund raising rules.

Financial policies – Financial Committee:

The financial management of the foundation is controlled by the Financial Committee chaired by the Treasurer and its policies are two pronged:

- Management of current financial transactions which will be done under the direct Treasurer's supervision as per BOD approved SOPs.
- Management of the Foundation reserves which have to be compliant with the Constitution and with prudent investment policies: fixed deposits, Singapore Government SGD bonds.

Procurement Policy

Procurement policy for goods and services has been established based on the Board's approved level of spending for designated staff member or Office Bearers of the Foundation.

Whistle Blowing Policy:

Any misconduct must be reported promptly to the Chairman and - or to the Audit Committee Chairman of the Foundation. The Audit Committee will

review the case and report the findings to the Board of Directors with adequate recommendations.

Anti-Money Laundering Policy:

AML policy is the responsibility of the Treasurer and the Vice Chairman (Grant Committee). They must verify the source of the donations received and the possibility that they come from dubious sources. All grants will also be approved with the same risk in view.

Conflict of Interest Policy:

Conflict of interest issues are covered by the articles 7.2 (a) & (b) of the Constitution. Directors or Members in any conflict of interest position must declare it and offer to withdraw from all discussion or discussion involving them.

Protection of Personal Data – PDPA:

The Foundation is abiding by the Personal Data Protection Act and takes all the necessary precautions to protect the personal data confided to it by third parties such as donors, beneficiaries of grants, Lions Members etc.