



# Standard Operating Procedure

## Induction and Training of New Board Members

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**Title:** New DAS Executive Committee/Committee members' Induction and Training

**Scope:** DAS Group (DAS, DAC, DAI and DAS Ltd)

**Purpose:** To outline the proper procedures for the induction of Exco/Sub Committee members of DAS Group upon appointment.

1. Orientation with DAS CEO and Senior Management
  - a. CEO and General Management Team (GMT) to provide Member with an overview of DAS's mission, vision, organization structure, programmes and services (see Annex 1 for the sample of presentation slides by the CEO to new Committee members).
  - b. Member to visit a DAS Learning Centre and observe a MOE Aided Main Literacy Programme (MLP) and a Specialized Education Services (SES) class.
  - c. Member provided with the latest DAS APJDD Journal, Annual Report and Financial Statements
  
2. Orientation with Exco
  - a. Member to meet up with the Exco and brief on the duties and terms of reference of board members and specific roles related to the member's appointments
  - b. Member to attend relevant Exco and Sub-Committee meetings
  - c. Member is recommended to attend all Programme and Services Committee meeting.
  
3. Professional Development and Training
  - a. Training and development for Exco members could include the Board Development Courses recommended by the Social Service Institute (SSI), the training arm of National Council of Social Services (NCSS). (<https://www.ssi.gov.sg/training/board-development/>)

Developed in partnership with the Singapore Institute of Directors (SID), the Singapore Governance for Outstanding Organisation Directors Programme (S-GOOD), provides competencies to efficiently and effectively conduct Board functions. The programme includes eight modules which are as shown below:

1. Essentials of Non-profit Board Leadership.
2. Board Dynamics.
3. Board and Management Dynamics.
4. Talent and Volunteer Management.
5. Strategy and Board Performance.
6. Financial Management and Accountability.
7. Fundraising, Outreach and Advocacy.
8. Social Trends.

Member need not attend the above training/courses if they have the relevant experience or have already done so.

- b. Member recommended to attend DAC's Certificate on Understanding Dyslexia (e-Learning) course.
4. Exco President and CEO to review the on-boarding process with the Member after six months to gather feedback on any further assistance required by the Member to settle into the new role.