

## HUMAN RESOURCES COMMITTEE - 2025 - 2026



JIM LEE  
Chair



KAKA SINGH



ERIC LEE



DR CYNTHIA  
TAN



LOW BOON HON



**DYSLEXIA ASSOCIATION OF SINGAPORE**  
*Empowering people who learn differently*

### HUMAN RESOURCE COMMITTEE

#### Terms of Reference

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

The functions of the HR Committee include reviewing and approving personnel policies, job descriptions, salary structures, and the annual review of staff salaries and benefits package as proposed by management. It is also tasked with guiding development, review and authorisation of HR policies and procedures prepared by management and to subsequently obtain the approval of the Board.

The HR Committee will act on formal written grievances against the Chief Executive Officer (CEO) or when an employee formally appeals a decision by the CEO to the Board.

#### Quorum

The quorum shall be  $\frac{1}{2}$  of the Committee membership or at least two (2) members of the Committee, whichever is higher. In the absence of the Committee Chair, the remaining members present shall elect one of the members to chair the meeting.

#### Term Limits

The Committee shall be appointed by the Board for a one (1)-year term. During the term, new members can be added. At the end of each term, the whole Committee steps down. The exiting Committee members may be re-appointed by the Board for another term.

The HR Committee Chairman shall not hold the same office for more than three consecutive years. However, the outgoing Committee Chairman may be reappointed with the approval of the Board.

