



NEW BOARD AND COMMITTEE MEMBER'S INDUCTION AND TRAINING POLICY

SCOPE

This policy applies to the Dyslexia Association of Singapore (DAS) and its subsidiaries, DAS Academy Ltd (DAC) and DAS International Services Ltd (DAI) (collectively referred to as the "DAS Group").

PURPOSE

The purpose of this policy is to ensure that newly appointed Board and Committee members are provided with an appropriate induction programme and continuing development opportunities to enable them to discharge their duties effectively and contribute to the governance of the DAS Group.

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, governance structure, strategic priorities, principal risks, financial position, programmes and services (see Annex 1 for the sample of presentation slides by the CEO to new 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 Constitution, DAS Handbook, APJDD Journal, Annual Report, Financial Statements and key governance policies.
2. Orientation with Board/ Committee
 - a. Member to meet up with the Board and brief on the roles and responsibilities of Directors, Committee members, fiduciary duties, and the governance framework of the DAS Group.
 - b. Member to attend relevant Board and Committee meetings relevant to their appointment.
 - c. Member is recommended to attend all Programmes and Services Committee meetings.
3. Professional Development and Training

The Board supports the continuing development of Board and Committee members. Members are encouraged to participate in relevant governance, regulatory and sector-specific training to ensure that their knowledge remains current and enables them to discharge their responsibilities effectively.

 - a. Training and development for Board 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.

Members need not attend such programmes if they have already completed equivalent training or possess relevant experience.

- b. Board and Committee members are encouraged to attend and complete DAC's Certificate on Understanding Dyslexia (e-Learning) course.
4. The Chairman and CEO shall review the induction process with the new member approximately six months after appointment to obtain feedback and identify any additional development or support required.