

## **Singapore Heart Foundation**

Terms of Reference for the Committees – Abbreviated Version  
(As of 3 Aug 2023)

### **Board**

The Board of Directors is the highest decision-making committee and acts in the best interests of the Singapore Heart Foundation (SHF) to advance its heart health mission in accordance with its constitution. It ensures that SHF complies with all relevant laws and regulations and is governed and managed in a prudent and responsible manner. Board members exercise independent judgement and ensure objective decision-making. No paid employees sit on the board.

### **Board Advisory (NEW)**

The committee enables SHF to gain greater insights and advice to address difficult organisational issues and explores new opportunities by facilitating robust and high-quality discussions. It neither makes decisions nor is entitled to vote, but can provide up-to-date knowledge, critical thinking and analysis to enhance the capability of the Board to make sound decisions. It also facilitates access to the professional expertise and institutional knowledge of former key Board members.

### **Nomination/Executive Committee (EXCO)**

The committee plans for the development, succession, and diversity of the Board and committees. It also evaluates and recommends strategic plans and key directions for SHF.

### **Management Succession Planning**

The committee ensures that SHF is prepared for changes in its senior leadership\*, either planned or unplanned, maintains continuity in its operations and services, and ensures that SHF can adapt to the challenging and ever changing environment to fulfil its mission. It assesses SHF's senior leadership's needs and ensures the selection of qualified leaders who have necessary skills and are a good fit with its vision and mission. The committee also aligns its work, with that of the Human Resource (HR) Committee as appropriate.

*\*The senior leadership positions are defined as the Chief Executive Officer and his direct reports. It may also apply to other leadership roles that are critical and significant to warrant coverage.*

### **Governance & Audit**

The committee assists the Board in overseeing the financial risk processes and the quality and integrity of the accounting, auditing, internal control, and reporting practices of SHF and its compliance with legal and regulatory requirements.

### **Finance & Investment**

The committee provides financial oversight on SHF's financial management, financial controls and investments of assets. It reviews and recommends the approval of the annual operating and capital budgets; regularly reviews the financial status; ensures

that the maintenance of an appropriate capital structure; and oversees the management of organisation-wide financial assets. It also establishes, implements, and reviews on an ongoing basis, an investment strategy to deliver SHF's agreed investment objectives as laid out in the Investment Policy.

### **Human Resource**

The committee oversees all HR matters in SHF, in accordance with the delegated authority from the Board. It provides direction and guidance to the HR department to achieve its management goals.

### **Membership**

The committee assists the Board in implementing strategies and policies regarding the recruitment, engagement, and retention of members to fulfil the vision and mission of SHF. It helps to identify and select new members, especially for board and committee roles and recommends improvements in membership criteria and composition.

### **Public Relations and Communications**

The committee promotes SHF as a leading heart health movement and a household name in Singapore, in line with its vision. It does this through various communication and publicity channels, including the website and social media.

### **Fundraising**

The committee provides guidance to the Fundraising department to achieve its fundraising goals, while in compliance with the Personal Data Protection Act and in an honest and ethical manner.

### **Corporate Partnerships**

The committee ensures that SHF enters corporate relationships to provide meaningful mission-related benefits to the public and SHF, and not solely for financial benefit (except for sponsorships of fundraising activities). It reviews and approves corporate relationships involving products and services that are consistent with the vision, mission, core values, objectives, and policies.

### **Community Education**

The committee raises public awareness on the risk factors of cardiovascular disease and motivates the public to make positive lifestyle changes. It organises nationwide campaigns and events to reach out to the community and spread the message of heart health to prevent cardiovascular related diseases.

### **Schools Programme**

The committee aims to educate school children on the importance of good blood pressure (BP) readings as important numbers in their lives and motivate behavioural changes towards better heart health. It guides, develops, and executes relevant programmes to promote heart health in the school community.

**Heart Safe**

The committee aims to equip individuals with CPR+AED skills and increase the accessibility of AEDs in Singapore through training and the Save-A-Life initiative. The goal of the department is to improve out-of-hospital cardiac arrest (OHCA) survival rates in Singapore and create a nation of lifesavers.

**Heart Wellness Centre**

The committee provides clinical oversight on all activities conducted at SHF's Heart Wellness Centres (HWC). This includes the development and oversight of the cardiac rehabilitation programme, in all areas of clinical, research and professional development matters. It ensures delivery of quality care to clients with heart and chronic conditions and strengthens capability building among HWC staff. It also provides oversight for the development and approval of annual budgeting, which includes a segment targeted to support patients with heart conditions. i.e., Heart Support Fund.