

Board Governance

Ascending Hope Community Services is governed by a Board of Directors (the Board). Based on Ascending Hope Community Services' Constitution, no Board member shall be paid any remuneration for their services, including services on any committee established by Ascending Hope Community Services, or hold any salaried office of Ascending Hope Community Services, or any office of Ascending Hope Community Services paid by fees. Accordingly, no Board member is paid any remuneration or fees, and no Board member is a staff of Ascending Hope Community Services.

Governing instruments

The Constitution governs, amongst other matters, the following issues:

1. Ascending Hope Community Services' objects;
2. the Board's composition;
3. the appointment, vacation and removal process of Board members;
4. the powers and duties of the Board; and
5. the tenure of its office bearers.

As part of providing appropriate induction to incoming Board members, Ascending Hope Community Services has in place Board Administration Guidelines which aim to orient and guide Board members by providing reference information on matters including board responsibilities and governance, the conduct of board meetings, board selection and recruitment, training and evaluation of board effectiveness, strategic planning, programme management, financial management, reviews of internal controls and processes, and matters reserved for the Board's direction, which are distinct from the management and day-to-day operations of Ascending Hope Community Services delegated to the Executive Director and Management.

Board roles and composition

It is the responsibility of the Board to ensure that Ascending Hope Community Services complies with the Constitution and all relevant laws and regulations, as well as to make sure Ascending Hope Community Services is governed and managed responsibly and prudently to achieve organisational effectiveness, credibility and sustainability.

Term limits

Board members are appointed for a term of two (2) years and may be re-appointed at the expiration of the term. To ensure succession planning and steady renewal in the spirit of sustainability of Ascending Hope Community Services, the Board has a term limit of ten (10) years. No Board member shall serve as:

- Chairman for a continuous period of more than ten (10) years at any one time
- Treasurer for a continuous period of more than four (4) years at any one time.

- Chairperson of a Committee for a continuous period of more than five (5) years at any one time.

Reappointment of the same person to the above positions can only be considered after a lapse of at least two (2) years.

The Board conducts regular self-evaluation to assess its performance and effectiveness once per term or every three years, whichever is shorter.

Board Committees

The Terms of Reference of our three (3) Board Committees are set out below.

i. Audit and Finance

The Audit and Finance Committee promotes transparency and accountability in financial matters. The committee's responsibilities include:

- To oversee the financial reporting and disclosure process, and monitor the choice of accounting policies and principles;
- To review the audit plans and reports of the external auditors and internal auditors, and considers the effectiveness of the actions taken by management on the auditors' recommendations;
- To conduct periodic internal checks on key processes to ensure compliance with the established procedures, and report to the Board on the findings and recommendations for improvements;
- To analyse and address the risks that are associated with the key processes;
- To oversee regulatory compliance and whistleblower guidelines;
- To report to the Board of any financial irregularities, concerns and opportunities; and
- To liaise with auditors on any significant matters arising.
- To prepare Ascending Hope Community Services' budget for Board's approval;
- To develop coherent financial policies for Ascending Hope Community Services, including investment policies and guidelines for the Board's approval;
- To review the various functions and activities of Ascending Hope Community Services which impact the finances of Ascending Hope Community Services;
- To ensure that the appropriate internal controls and risk management strategies (both operational and financial risks) are in place;
- To ensure accountability to the Board, Ascending Hope Community Services and its stakeholders; and
- To present financial reports to the Board on a quarterly basis.

ii. Fundraising

The Fundraising Committee is responsible for overseeing Ascending Hope Community Services' overall fundraising and, in particular, the fundraising done by the Board. The Fundraising Committee's responsibilities include:

- To work with staff to establish a fund-raising plan that incorporates a series of appropriate vehicles, such as special events, direct mail, fundraising campaigns, etc;
- To work with fundraising staff in their efforts to raise money;

- To identify and solicit funds from external sources of support;
- To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fund-raising parties, etc;
- To be responsible for involvement of all Board members in fundraising; and
- To monitor fundraising efforts to ensure that the fundraising activities are transparent and ethical, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

iii. Program and Services

The Program and Services Committee shoulders several key responsibilities in its mission to plan and implement initiatives that effectively address community needs and maximize the charity's impact:

- To conduct thorough assessments to understand the evolving needs of the community, ensuring initiatives are relevant and responsive.
- To formulate comprehensive plans for programs and services that align with identified community needs.
- To manage resources, such as funding, personnel, and materials, to support initiative execution.
- To build partnerships and collaborations with other organizations, stakeholders, and community members to enhance the reach and effectiveness of the charity's efforts.
- To evaluate the outcomes and impact of the charity's programs and services, making adjustments as needed for improved effectiveness.
- To engage with the community to foster a sense of ownership and participation in the charity's initiatives, ensuring they resonate with those they aim to serve.
- To explore strategies to ensure the long-term sustainability of programs and services, including securing necessary funding and support.

Board Meetings

The Board meets at least once every four (4) months with a quorum of three (3) Board members or one-third of the number of Board members, whichever is higher. Executive management is invited to attend board meetings to present updates and provide recommendations, ex-officio, but do not vote or participate in Board decision-making. Ascending Hope Community Services keeps adequate records of decisions in the minutes of general and Board meetings and circulates the same.