

TRAILBLAZER FOUNDATION LTD
2010 GOVERNANCE EVALUATION CHECKLIST

S/No.	Code Description	Code ID	Compliance	Explanation (If Compliance in Progress, Not Complied or Not Applicable)
	BOARD GOVERNANCE			
	Board Roles, Composition and Bye-laws			
1	The Board is wholly independent from the paid executive management of the charity. If the governing document permits paid staff to become Board members, they should comprise not more than one-third of the Board.	1.1.2a	Complied	We are a privately-funded IPC. We do not have any paid staff. All support functions are out-sourced to a professional firm. Our Executive Director serves in an honorary capacity and receives only a token honorarium.
2	Paid staff does not chair the Board.	1.1.2b	Complied	As above.
3	There is a maximum term limit of four consecutive years for the Treasurer (or <u>equivalent</u>) position.	1.1.6	Complied	The term of the Audit Committee Chairman is restricted to four consecutive years.
	Board Structure			
4	There are Board committees (or designated Board members) with documented terms of reference in place to oversee the following areas, where appropriate: <ul style="list-style-type: none"> a. Audit; b. Programmes and Services; c. Fund-raising; (Applicable to IPCs & Large Charities) 	1.2.1	Complied	We presently have the following Board committees: <ul style="list-style-type: none"> - Audit Committee - Remuneration Committee - Grants Review Committee - Sub-Funds Sponsorship Committees - Sub-Fund Investment Committee Fund-raising, Appointment/Nomination and Human Resource Committees are not applicable at this point as we are a privately-funded IPC. We do not have paid staff and we do not engage in public fund-raising.

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	<p>d. Appointment / <u>Nomination</u>; (Applicable to IPCs & Large Charities)</p> <p>e. <u>Human Resource</u>; (Applicable to IPCs & Large Charities)</p> <p>f. Investment. (Applicable to Large IPCs)</p>			
	Board Meetings			
5	The Board meets <u>regularly</u> with a quorum of at least one-third or three members (or as required by the governing document).	1.3.2	Complied	The Board meets at least twice a year. Board decisions are also in the form of circular resolutions.
	STRATEGIC PLANNING			
	Vision & Mission			
6	The Board periodically approves and reviews the vision and mission of the charity. They are documented and communicated to the public or its members.	2.1.1	Complied	Our vision and mission are publicly communicated via our website and are similar to the objectives of the company as stated in the Memorandum of Association of the Company
	Operations Plan			
7	The Board regularly approves and reviews a strategic/ work plan for the charity to ensure that the activities are aligned to the charitable objectives.	2.2.2	Complied	<p>At its meetings, the Board reviews the Company's work plans and approves new directions/initiatives.</p> <p>A Grants Review Committee comprising 3 independent Board members reviews grant applications from the Trailblazer General Fund before these are submitted to the Board for consideration.</p>

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	CONFLICTS OF INTEREST			
	Related Party Transaction			
8	There are documented procedures for Board members or paid staff to declare actual or potential conflicts of interests to the Board.	3.1.1	Complied	Board members make disclosures to the Company as required under S(156) of the Companies Act.
9	Board members with conflicts of interest do not vote or participate in decision making in the matter.	3.1.2	Complied	Board members abstain from voting on any matter in which they may have a conflict of interest.
	HUMAN RESOURCE MANAGEMENT			
	Staff & Volunteers			
10	There are documented human resource policies approved by the Board for paid staff (and volunteers, where appropriate).	5.1.1	Not applicable	We do not have paid staff.
11	There are systems for <u>regular</u> supervision, appraisal and personal development of the executive head, paid staff (and volunteers, where appropriate).	5.1.5	Not applicable	We do not have paid staff.
12	No paid staff or Board member (<i>where applicable</i>) is involved in setting his own remuneration.	5.1.6	Not Applicable	Board members do not receive any fees or remuneration.

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	FINANCIAL MANAGEMENT & CONTROLS			
	Budget Planning & Monitoring			
13	The Board approves an annual budget for the charity's corporate and programme plans and monitors its budget expenditure regularly.	6.1.1	Complied	Our sponsorship commitments and expenditures are monitored and reported regularly to the Board.
	Operational Controls			
14	The Board ensures periodic internal reviews on controls, processes, key programmes and events.	6.2.2	Complied	
15	The charity ensures internal control systems are in place with documented procedures, approved by the Board, for financial matters.	6.2.3	Complied	
	Asset Management			
16	The charity discloses its reserves policy in the annual report.	6.3.1	Not applicable	
	DISCLOSURE & TRANSPARENCY			
17	The charity makes available to its stakeholders an annual report. <i>(Financial accounts are tabled at the Annual General Meeting, if required by the governing document).</i>	8.1.1	Complied	

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18	Board members are not remunerated for their Board services.	8.1.2a	Complied	Board members do not receive any fees or remuneration except for the Executive Director who receives a token honorarium.
19	The charity discloses the exact remuneration and benefits received by each individual Board member in the annual report.	8.1.2b	Not applicable	As in 18.
20	The charity discloses annual remuneration of the top three key executives in salary bands of less than \$100,000, and subsequent bands of \$50,000 in the annual report.	8.1.3	Not applicable	We do not have paid staff.
	PUBLIC RELATIONS & CORPORATE COMMUNICATIONS			
21	The charity communicates its mission, programmes or activities to key stakeholders.	9.1.1	Complied	Communicated via regular management reports and our website.