| Key roles and responsibilities | |
|---|---|
| **Chairperson** | • Provides overall leadership to the Board<br>• Ensures that the Board is effective in its tasks of setting and implementing the Company's direction and strategy<br>• Presides and conducts board meetings effectively<br>• Provides support and supervision to the Managing Director<br>• Ensures that directors receive accurate, timely and clear information<br>• Ensures that development needs of the directors are identified and that appropriate training is provided to continuously update the skills and knowledge of the directors<br>• Maintains sound relations and ensure effective communication with Shareholders |
| **Directors** | • Establish strategic objectives and corporate values<br>• Analyse and monitor performance of Management against agreed objectives<br>• Ensure that financial information released to the market and the Shareholder is accurate<br>• Ensure that the Company has adequate and proper financial controls and systems of risk management in place<br>• Actively participate in Board decision-making and constructively challenge, if necessary, proposals presented by Management<br>• Provide specialist knowledge and experience to the Board<br>• Remain permanently bound by fiduciary duties of care and skill |
| **Managing Director** | • Manages the day-to-day operations of the Company<br>• Leads the elaboration and execution of the long term strategy of the Company<br>• Maintains good relationships with clients and ensures clients' satisfaction<br>• Identifies and monitors material risks that may affect the business<br>• Advises and informs members of the Board on significant matters to facilitate decision-making<br>• Monitors the operational and financial performance of the Company<br>• Builds the team by empowering, monitoring & managing performance of employees in order to maximise existing talents and develop new capabilities |
| **Company Secretary** | • Ensures compliance with all relevant statutory and regulatory requirements<br>• Provides the Board as a whole and directors individually with guidance as to their roles and responsibilities<br>• Assists the Chairperson in governance processes such as Board and Committee evaluation<br>• Prepares and circulates agendas for meetings and drafts minutes and ensures follow ups<br>• Ensures that the Shareholder's interests are taken care of and acts as primary point of contact |