

Community Foundation of Singapore

TERMS OF REFERENCE FOR TECHNOLOGY COMMITTEE

1. PURPOSE

- 1.1 The purpose of the Technology Committee (the Committee) is to guide the Community Foundation of Singapore (CFS) in its digitalisation efforts.

2. MEMBERSHIP

- 2.1 The Chairperson of the Committee shall be appointed by the Board and must be a Board member.
- 2.2 The Committee members shall be appointed by the Chairperson of the Committee and need not be a board member.
- 2.3 The Committee will have at least three (3) members, all non-executive.
- 2.4 The membership term limit will correspond with CFS Board's term and renewal process. Members of the Committee can serve a maximum of six (6) years and each term can be a maximum of three (3) years. Any member of the Committee, after completion of six (6) consecutive years of service, may be reappointed after a break of one (1) year.
- 2.5 The members of the Committee must be appropriately qualified to discharge their responsibilities. At least one member of the Committee should have information systems or related information technology management expertise or experience.

3. DUTIES

- 3.1 The Committee will perform the following functions:
- i. Advise CFS Board and management on CFS digitalisation plan.
 - ii. Provide guidance on effective change management and capability development needed to support digital transformation in the organisation.
 - iii. Share best practices and advise CFS in areas of Info-Comm Technology (ICT) governance and cybersecurity.
 - iv. Provide guidance in the prioritization and of impactful projects, the evaluation and selection of systems and vendors.

- v. Review and recommend the adequacy of budget and resource allocations required for the fulfilment of the digitalisation plan, ICT governance functions and cybersecurity measures.

4. AUTHORITY

- 4.1 The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek information from any employee. All employees will be directed to co-operate with any request made by the Committee.

5. MEETINGS

- 5.1 The quorum of members of the Committee shall be three (3). A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee.
- 5.2 The Committee shall meet at least twice a year and at such other times as the Chair of the Committee shall require.
- 5.3 Any member of the Committee or Management may request for a meeting at any time if they consider it necessary.
- 5.4 Notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed shall be given to the members of the Committee prior to the meeting in a timely manner.
- 5.5 The proceedings and resolutions of all Committee meetings, including the names of those present and in attendance, shall be duly minuted.
- 5.6 After each Committee meeting, the Chairperson shall report the Committee's findings and recommendations to the Board.
- 5.7 Minutes of Committee meetings shall be circulated to all members of the Committee, Management and the CFS Board.

6. TERMS OF REFERENCE

- 6.1 CFS Management will review, adjust and seek approval for the terms of reference when necessary to ensure that they remain relevant.

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