

## **SHINE CHILDREN AND YOUTH SERVICES(SHINE)**

### **TERMS OF REFERENCE FOR SERVICE ADVISORY COMMITTEES**

#### **1. Introduction**

1.1 The advisory committee was formed by the Board of SHINE Children and Youth Services (SHINE) to support and provide advice/inputs/resources/consultancy on service programmes, operational issues at the service level and to support staff on the strategic directions of the service. The Service Advisory Committees are resource panels and do not have executive powers.

#### **2. Objectives**

2.1 The Committee shall:

- a) Provide consultancy and support to the staff team of the service to ensure that all operational programmes/ services are consistent with the policies and strategic directions of the organization.
- b) Assist with obtaining resources or make connections to relevant organizations or individuals to enhance the service delivery of the Service.
- c) Help to induct volunteers and members who may have potential to be groomed as future Board members.

#### **3. Structure**

3.1 The Committee shall report to the Board of SHINE and shall comprise:

- a) The Chairman who shall be a member of the Board.
- b) The members may also be Board members or experienced volunteers of SHINE or people invited through the recommendation of Board members.

3.2 Qualifications for Appointment:

- a) A member of SHINE who is a Singapore Citizen or Permanent Resident in Singapore.
- b) Professionals or corporate people who bring special expertise to support the Board, staff and the organization.

#### **4. Roles and Responsibilities**

4.1 The Committee shall:

- (a) Ensure that work is done in accordance with the strategic directions and mission set by the Board.

- (b) Provide consultation, expertise, and resources to assist the staff and enhance delivery of services effectively.
- (c) Provide advice to staff on the planning, implementation and evaluation of both existing and new programs where necessary.
- (d) Receive half-yearly work reports from the respective Service Director.

**5. Term of Appointment**

- 5.1 The term of appointment shall be for a period of one year and shall coincide with the board's term of office.

**6. Frequency of Meeting**

- 6.1 The Committee shall hold at least one meeting every quarter or more frequently if need be.