

# The Charities Secretaries Conference 2009

- *Effective Governance and Fund Management in Current Challenging Time*

- Date: Wednesday, 29 July 2009
- Time: 9.00 am – 5.00 pm
- Venue: Grand Park City Hall

VCF Pre-Approved

CPE: 7 hours

The Singapore Association of the Institute of Chartered Secretaries and Administrators (SAICSA) and Association of Fundraising Professionals (AFP, Singapore Chapter) are pleased to host the Charities Secretaries Conference 2009.

The Charity Secretaries Conference 2009 brings together a panel of distinguished speakers, experts and professionals to share ideas and perspectives on effective governance and fund management in the challenging economic climate for the non-profit sector.

## Who should attend?

Board members, charity secretaries, consultants, volunteers, senior executives and staff of charities and IPCs.

## Conference Fee:

\*\$214.00 per participant (before VCF funding)

\* *Conference fee includes 7% GST, two coffee breaks and one lunch.* All payments are non-refundable.

Full-time staff or board members from registered charities/IPC's are eligible for the VWO's Charities Capabilities Fund (VCF) grant at the following rates:

Status	VCF Subsidy Rate	Amount Payable
Singaporean/PR	80%	\$42.80
Work Permit/Employment Pass Holder	60%	\$85.60

## VCF Funding:

This is a VCF pre-approved conference. Kindly apply VCF funding online at <https://www.ncssapp.org.sg> by **15 July 2009**. For charities/IPC's that are not members of NCSS, please download the application form for VCF funding at <http://www.charities.gov.sg>.

For enquiries on the VCF subsidy, please contact: VCF Secretariat  
Capability & Community Funding Department  
Tel: 6210-2555/Fax: 6210 2530/ E-mail: [ncss\\_vcf@ncss.gov.sg](mailto:ncss_vcf@ncss.gov.sg)

For enquiries on the conference:

Please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email: [swler@saicsa.org.sg](mailto:swler@saicsa.org.sg)

SAICSA & AFP reserve the rights to alter the programme, speakers, panel members, date, time, and venue or cancel the conference owing to unforeseen circumstances.

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## Programme

- 8.30 am      Registration (Participants to be seats by 8.50am)
- 9.00 am      Welcome Address by Associate Professor, Tan Wee Liang, Chairman,  
Charity Sector Subcommittee, SAICSA
- 9.10 am      Keynote Address by Guest-of-Honour
- 9.30 am      **When Will Be Start Getting Sensible About Nonprofit Governance?**  
Speaker: Mr Laurence Lien, Chief Executive Officer,  
National Volunteer & Philanthropy Centre (NVPC)
- 10.00 am      Refreshments Break
- 10.30 am      **Why Good HRM Matters?**  
Speaker: Ms Jenny Au, Director/Senior Consultant, MCServ Pte Ltd
- 11.00 am      **Volunteer Management: Challenges and Possibilities**  
Speaker: Ms Lam Moy Yin, Co-Founder, MOVE (Managing & Organizing Volunteer Effort)
- 11.30 am      **Qs & As Session**  
Moderator: Associate Professor, Tan Wee Liang, Chairman,  
Charity Sector Subcommittee, SAICSA
- Panellists:  
Mr Laurence Lien, Chief Executive Officer, National Volunteer & Philanthropy Centre (NVPC)  
Ms Jenny Au, Director/Senior Consultant, MCServ Pte Ltd  
Ms Lam Moy Yin, Co-Founder, MOVE (Managing & Organizing Volunteer Effort)  
Mr Willie Cheng, Chairman, Lien Centre for Social Innovation
- 12.30 pm      Lunch
- 1.30 pm      **Reserves Management For Non-Profit Organisations**  
Speaker: Mr Gerard Lee, CEO, Fullerton Fund Management
- 2.00 pm      **From Surviving to Thriving – Energise Your Fundraising**  
Speaker: Ms Usha Menon, Executive Chairman, The Management Centre Asia (=mc | Asia)
- 2.30 pm      **How do Foundations Work?**  
Speaker: Mr Eric Teng, CEO, Tan Chin Tuan Foundation
- 3.00 pm      Refreshment Break



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## Programme

3.30 pm

### **Qs & As Session**

Moderator: Dr Wong Yew Chong, Chairman (Education Committee),  
Association of Fundraising Professionals  
(AFP, Singapore Chapter)

Panellists:

Mr Gerard Lee, CEO, Fullerton Fund Management

Ms Usha Menon, Executive Chairman, The Management Centre Asia (=mc | Asia)

Mr Eric Teng, CEO, Tan Chin Tuan Foundation

4.30 pm

Closing Remarks by Mr Patrick Neo, President, Association of Fundraising Professionals  
(AFP, Singapore Chapter)

5.00 pm

End of Conference

# Charities Secretaries Conference 2009

- *Effective Governance and Fund Management in Current Challenging Time*

Closing Date:

17 July 2009

• Date: Wednesday, 29 July 2009 • Time: 9.00 am – 5.00 pm • Venue: Grand Park City Hall

## Registration Form (Fax: 6334 4669)

*\*Please circle where applicable*

### Participant (1)

Name: (Mr  Ms  Mrs  Dr  \_\_\_\_\_ Status: ACIS / FCIS / Non-Member

NRIC/PP No. \_\_\_\_\_ Designation: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email: \_\_\_\_\_

### Participant (2)

Name: (Mr  Ms  Mrs  Dr  \_\_\_\_\_ Status: ACIS / FCIS / Non-Member

NRIC/PP No. \_\_\_\_\_ Designation: \_\_\_\_\_

Contact No. \_\_\_\_\_ Email: \_\_\_\_\_

Organisation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Contact Person (If different from participant): \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Organisation Sector Category \*(Please tick in the box):

- |  |  |
|--|--|
| 1. Education <input type="checkbox"/>          | 5. Community <input type="checkbox"/>                      |
| 2. Health <input type="checkbox"/>             | 6. Sports <input type="checkbox"/>                         |
| 3. Arts and Heritage <input type="checkbox"/>  | 7. Other <input type="checkbox"/> (Please indicate): _____ |
| 4. Social and Welfare <input type="checkbox"/> |  |

### VCF Grant

Eligible for VCF grant: Yes, 80%  Yes, 60%  No

Please attached a copy of the VCF application reference number with the registration form if applying for VCF grant.

### Lunch

Meal Preference (if any): No preference  Halal  Vegetarian

**Note:** • For enquiries, please contact SAICSA at Tel 6334 4302, Fax: 6334 4669 or email:  
[enquiry@saicsa.org.sg](mailto:enquiry@saicsa.org.sg)

- Registration will only be accepted upon receiving the registration form and payment.
- There would be no cancellation and/or refund if participant fails to attend the conference.
- Cheque should make payable to "SAICSA"
- Please mail your registration form and payment to :  
**SAICSA, 149 Rochor Road, #04-06, Fu Lu Shou Complex, S(188425)**

Cheque No.	Amount:	Invoice No.	Receipt No.
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