

## **TERMS OF REFERENCE - SUMMARY**

### Board

The Board has the ultimate responsibility of ensuring that Assisi Hospice complies with its Memorandum & Articles of Association ("M&A") and all relevant laws and regulations and is governed and managed responsibly and prudently to ensure Assisi Hospice's effectiveness, credibility and sustainability. Board members exercise independent judgement and act in the best interests of Assisi Hospice. To ensure objectivity in decision making, the Board is wholly independent from Assisi Hospice's paid staff.

### Nominations Committee

To assist the Board in ensuring its composition is regularly reviewed and refreshed in order that it is effective and able to operate in the best interests of the Hospice. It is to evaluate the performance of the Board and the Chief Executive Officer.

### Finance Committee

Established by the Board to oversee the management of all financial and investment activities of the Hospice and to provide advice to the Board relating to these matters.

### Audit Committee

Established by the Board to oversee all the matters relating to financial governance and compliance, and risk management of the Hospice, and to provide advice to the Board relating to these matters.

### Human Resource Committee

Established by the Board to oversee all HR matters including the review and recommendation for approval of proposals on all HR matters to ensure the Hospice achieves its mission, and to provide advice to the Board relating to these matters. The Committee also provides the necessary levels of scrutiny for all matters falling within its delegated scope of responsibilities at Assisi Hospice.

### Investment Committee

Established by the Board to oversee the management of all fund investment activities of the Hospice and to provide advice to the Board relating to these matters.

### Building Management Committee

Established by the Board to oversee and guide the facility management activities of the Hospice.

### Programme and Services Committee

Established by the Board to oversee all the matters relating to the programmes and services provided by the Hospice, the quality of these services, to ensure good clinical governance, and to provide advice to the Board relating to these matters.

### Community Engagement Committee

Established by the Board to advise the Hospice on community engagement activities which encompass internal fundraising activities, community outreach, partnerships and volunteer management, and to provide advice to the Board relating to these activities.

### Strategic Resource Committee

Established by the Board to advise the Hospice on strategic resource development and capability building as well as the implementation of suitable resourcing strategies to support sustained growth of Assisi's ministry.