

Corporate Governance

The BMDP complies with the requirements of the Code of Governance for Charities and Institutions of a Public Character (IPCs) and is committed to uphold the values of accountability and transparency across all aspects of our operations and outreach.

Financial Management and Internal Controls

The BMDP is managed by a volunteer-Board with the responsibility to shape and determine the vision and mission of the organisation and to chart the strategic direction. The Board provides foresight, oversight and insight leaving the day-to-day management to the CEO and the staff team.

Different sub-committees are delegated by the Board to focus on specific functions and areas of the BMDP's operations, but all decision-making remains the final responsibility of the Board. These subcommittees comprise:

Executive Committee – The Exco facilitates the formulation of the strategic directions and plans for BMDP. It supports the CEO in identifying trends, new developments and areas of concern which might impact the mission and operations of BMDP, and formulating proposals and plans for the Board's deliberation

Audit and Governance Committee – The Audit and Governance Committee performs its audit and governance responsibilities for the Charity's accounting, financial reporting and disclosure as well as ensuring regulatory compliance and effective risk management.

Donor Recruitment and Public Education Sub-Committee - The Donor Recruitment and Public Education Sub-Committee oversees the strategies and plans for marrow donor recruitment and raising public awareness of BMDP and its mission.

Medical Sub-Committee – The Medical Sub-Committee provides medical advice to BMDP on patient and donor care.

Fundraising Sub-Committee - oversees the BMDP's overall fundraising activities and in particular the fundraising done by the Board.

Nomination Sub-Committee - assists in fulfilling the Board's responsibilities of nominating Board members for elections and in succession planning.

Human Resource Sub-Committee - oversees and reviews BMDP's human resource and volunteer management policies on but not limited to, recruitment, compensation and benefits, and training and development, and make appropriate recommendations.

Finance Sub-Committee - oversees the Board approved annual budget and approves any extra budgetary expenditure. It is also responsible for ensuring accurate financial statements, management accounts and ensuring they are in accordance with the requirements specified by the regulatory bodies and accounting conventions. The Finance Committee manages the reserves in strict accordance with the investment objectives of the BMDP and also ensures the organisation complies with the 30:70 fundraising ratio stipulated under the charity regulations.

Conflict of Interest

To protect the interests of the organisation, all members of the Board must be independent and not related to or involved in any professional or business relationship with any other member(s) of the Board, BMDP staff, suppliers or partners. Where this situation does arise, the members must declare

the relationship and where appropriate recuse themselves from any vote or decision making to maintain the integrity of the Board decisions. All employees are prohibited from accepting bribes, payoffs or any other type of unusual payments from any individual or organisation seeking to do business with or doing business with or competing with the organisation.

Human Resource Management

The personnel policies of the BMDP have been established to support and ensure compliance under the law and regulations of the Singapore Ministry of Manpower and adhere to the following guiding principles of fair employment practices:

- Recruit and select employees based on merit (such as skills, experience or ability to perform the job), and regardless of age, race, gender, religion, family status or disability.
- Treat employees fairly and with respect and implement progressive human resource management systems.
- Provide employees with equal opportunity to be considered for training and development based on their strengths and needs, to help them achieve their full potential.
- Reward employees fairly based on their ability, performance, contribution and experience. The Staff Handbook details the expectations and guidelines for employees to comply with and is made available to all staff. Performance is measured against a set of Key Performance Indicators which are agreed between the Board and management team at the start of each year and cascaded to each member of staff to ensure their efforts align to the overall goals of the organisation.

Disclosure and Transparency

The BMDP is committed to transparency and a wide range of information is published regularly on the website covering the financial activities of the organisation in the Annual Report as well as the various programmes and outreach. Through social media platforms and the dissemination of a regular e-newsletter, members of the public can discover more about the day-to-day activities and in that way, can assess the overall impact and effectiveness.

Conduct of Fundraising Activities

Currently most of the BMDP's fundraising activities are carried out by a third-party commercial fundraising organisation. Through prudent management, we ensure the total fundraising expenses do not exceed 30% of the total receipts from fundraising during any financial year.