

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 Executive Committee (ExCo) with the responsibility to shape and determine the vision and mission of the organisation and to chart the strategic direction. The ExCo 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 ExCo to focus on specific functions and areas of the BMDP's operations but all decision-making remains the final responsibility of the ExCo. These sub-committees comprise:

- Audit Committee - facilitates the external and internal audit of the BMDP to obtain independent information about the organisation's activities and to ensure operational compliance with regulatory requirements, policies and procedures.
- Donor Recruitment and Community Engagement Programme Committee - responsible to oversee and advise on the outreach activities supporting growth of the donor register through public education, partnerships and communications.
- Medical Committee – responsible to oversee and advise on the medical procedures and management of volunteer donors and to ensure all activities are aligned with medical best-practice.
- Fundraising Committee - oversees the BMDP's overall fundraising activities and in particular the fundraising done by the ExCo.
- Nomination and Governance Committee - assists in fulfilling the ExCo's responsibilities of nominating Executive Committee members and succession planning as well as corporate governance.
- Human Resource Committee - oversees and reviews the BMDP's human resource policies on recruitment, compensation and benefits as well as training and development, and makes appropriate recommendations on the compensation and benefits packages for the staff.
- Finance Committee - oversees the ExCo 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 ExCo must be independent and not related to, or involved in any professional or business relationship with any other member(s) of the ExCo, 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 ExCo 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 on the basis of 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 ExCo 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 are able to 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.