

Key roles and responsibilities	
Chairperson	• Provides overall leadership to the Board • Ensures that the Board is effective in its tasks of setting and implementing the Company's direction and strategy • Presides and conducts meetings effectively • Provides support and supervision to the Managing Director • Ensures that Directors receive accurate, timely and clear information • Ensures that the development needs of the Directors are identified and that appropriate training is provided to continuously update the skills and knowledge of the Directors • Maintains sound relations with shareholders
Directors	• Contribute to the development of the strategy • Analyse and monitor performance of Management against agreed objectives; • Ensure that financial information released to the market and shareholders is accurate • Ensure that the Company has adequate and proper financial controls and systems of risk management • Actively participate in Board decision-making and constructively challenge, if necessary, proposals presented by Management • Provide specialist knowledge and experience to the Board • Remain permanently bound by fiduciary duties of care and skill
Managing Director	• Manages the day-to-day operations of the Company • Leads the elaboration and execution of the long-term strategy of the Company • Maintains good relationships with clients and ensures clients' satisfaction • Identifies and monitors material risks that may affect the business • Advises and informs members of the Board on significant matters to facilitate decision-making • Monitors the operational and financial performance of the Company • Builds the team by empowering, monitoring and managing performance of employees in order to maximise existing talents and develop new capabilities
Company Secretary	• Provides the Board as a whole and Directors individually with guidance as to their roles and responsibilities • Assists the Chairperson in governance processes such as Board and Committee evaluation • Develops and circulates agendas for meetings and drafts minutes and ensures follow ups • Ensures that the shareholders' interests are taken care of and act as primary point of contact