



Annex B

Terms of Reference for STF Board Committees

Audit & Ethics Committee (“AEC”)

Objective:

Assist the Board in carrying out its duties in regard to financial reporting, statutory compliance, HR practices, compliance to Codes of Conduct and all things necessary to maintain proper governance.

Responsibilities:

1. To assist the Board in its oversight of the reliability and integrity of accounting policies and financial reporting and disclosure practices.
2. To assist the Board in establishing, maintaining and reviewing processes to ensure that there is:
 - a. compliance with all applicable laws, regulations and policies.
 - b. an adequate system of internal control, management of risks and safeguard of assets.
3. Liaise with external auditors and stakeholders to review annual audit plan with them.
4. To recommend external auditors to the Board and recommend selection to the Board.
5. To review all audit engagement fees and terms, as well as all non-audit engagements by the external auditor.
6. To conduct review of and assess STF processes and procedures of financial management
7. Review of accounting policies and practices.
8. To review audit findings, annual financial statements and make recommendations thereon to the Board.
9. Monitor organisational risk assessment and internal controls instituted.
10. Supervision of special investigations when requested by the Board (e.g., Whistleblowing).
11. Ensure recommendations highlighted in audit reports are actioned by management.
12. Generally, to do all acts as is necessary to maintain proper overall governance.

Authority:

The AEC is authorised by the Board to:

1. investigate any activity within its terms of reference.
2. seek any information it requires from any employee/volunteer and all STF stakeholders (volunteers, staff, coaches, athletes and affiliates).
3. to obtain, at the expense of STF, outside legal or other independent professional advice, where necessary.
4. To put up a budget forecast for resources required



Selections Committee (“SC”)

Objective:

To prepare team selection policy and selecting National teams for international representation in consultation with SNOC and STF’s High-Performance Standing Committee

Responsibilities:

1. The SC shall comprise of persons who are able to support the objective assessments and selection of athletes in alignment with the high-performance objectives of the organization
2. To establish selection criteria for international Taekwondo competition
3. To ensure that the selection criteria are published in advance and allows sufficient time for athletes and coaches to prepare and qualify for selection;
4. To select a representative team according to the published selection criteria;
5. To assist with any inquiries relating to the selections of teams for any categories;
6. To review and amend selection policies for tournaments as required;
7. To work in partnership to ensure selection policies/processes are promoted in a timely manner and selections are submitted within the required timeframes;
8. To review the selection of athletes for the annual programme, including in the development of the criteria for such selections;
9. To oversee in other activities as they relate to the selection of athletes representing the Federation (as required);
10. To be responsible for convening meetings, chairing meetings, managing all selection processes, allocating tasks, ensuring tasks are completed and reporting to the Board;
11. During any selection proceeding, there should be at least 1 of these members at the trial.

Authority:

The SC is authorised to:

1. establish selection policies and criteria for Major Games (consistent with SNOC) and overseas regional and international WT-sanctioned competitions.
2. establish purpose and rationale for selection considerations.
3. make the final decision on athletes and coaches to be selected for Major Games and overseas meets