

RICS CHINA BOARD TERMS OF REFERENCE

1.	<p>Purpose The main purpose of the China Board is to develop and ensure successful implementation of a three (3) year rolling activity plan which forms part of the RICS Asia business plan. The activity plan will take account of local needs and market conditions and be set within the strategic framework established by Governing Council and the objectives set by the Asia Board.</p>
2.	<p>Membership The China Board will be comprised of:</p> <p>Nine (9) non-executive members One (1) Senior executive staff who will be a board member as of right</p> <p>Others may be invited by the Chairman to attend all or part of any meeting.</p>
3.	<p>Appointments and Terms Non-executive members of the China Board will be appointed and/or elected in accordance with RICS Regulations. Changes in membership must be approved by the Asia Board on the recommendation of the China Board Chairman as advised by the Nominations Committee.</p> <p>The tenure of the Board members will be made for a maximum three (3) year term. There are no restrictions on the number of terms but no individual may serve continuously for more than six years (excluding any period served as Chairman of the Board).</p> <p>The Director of RICS Asia shall appoint the Executive Board member to the China Board.</p>
4.	<p>Chairman A Chairman will be appointed in accordance with RICS National Appointments Guidance by the RICS Asia Board. In the absence of the appointed Chairman, the committee members will elect a Chairman for the duration of the meeting.</p>
5.	<p>Secretary The Director of RICS Asia will nominate the Board Secretary.</p>
6.	<p>Quorum The quorum necessary for the transaction of business shall be one third of the members of the China Board to include a member of staff.</p>
7.	<p>Frequency of Meetings The China Board will meet at least 3 times per annum or as required by the Chairman.</p>
8.	<p>Notice of Meeting Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the China Board, any other person required to attend, no later than seven (7) working days before the date of the meeting.</p>

9.	<p>Conduct of Meetings Except as outlined above, meetings of the China Board will be conducted in accordance with the provisions of the RICS Charter, Bye-laws and Regulations.</p> <p>An approval or resolution of the China Board may be passed by a simple majority of those present and entitled to vote at the meeting.</p> <p>The China Board may make arrangements to pass resolutions between meetings either in writing or by electronic communications. Any decision made by the China Board outside a meeting must be notified to the China Board at its next meeting and recorded in the minutes.</p> <p>Any member of the China Board who has a material interest relating to any decision to be made by the China Board must declare his interest before the item relating to that decision is discussed and will not be entitled to vote on that decision. The Chairman will have the final ruling on whether or not the member is entitled to vote.</p>
10.	<p>Minutes of Meetings The Board Secretary will take minutes of the meeting and circulate to all members promptly after the meeting.</p>
11.	<p>Duties and responsibilities</p> <ul style="list-style-type: none"> • Contribute, through the Asia Board, to the ongoing development of RICS' corporate strategy through the provision of regular market intelligence and insight from the perspective of the national market • In the context of the approved RICS corporate strategy, the objectives set by the Asia Board and the market needs of the country, prepare a rolling 3 year activity plan for the national operation for approval by the Asia Board • Oversee the successful delivery of the national activity plan and objectives • Develop and support other local geographically based RICS groups; communicating RICS strategy and direction • Approve the terms of reference of any groups established or overseen by the Singapore Board
12.	<p>Reporting responsibilities Report performance regularly to the Asia Board</p>
13.	<p>Delegation of duties The China Board may delegate any of its duties to sub-boards, committees established by it.</p>
14.	<p>Terms of Reference The Terms of Reference of the China Board will be reviewed annually and recommended changes submitted to the Asia Board for approval.</p>