



ISACA Singapore Chapter Volunteer Service Agreement

I agree to abide by the ISACA Code of Professional Ethics and to maintain the confidentiality of proprietary information belonging to ISACA and its Singapore Chapter. I acknowledge that the success of this Society will depend on my commitment and dedication and in my meeting those goals set forth by the Society. Plans to achieve these goals may include such activities as educational programs, newsletters and publications.

I understand that participation in educational programs and all member involvement will be provided on a voluntary basis by all parties involved and is done so without expectation of financial remuneration or compensation. I have the personal financial means, or financial support of my employer, to fully participate in this term. I further commit to fulfill the responsibilities, goals and objectives as set forth by the Chapter and ISACA. I am not aware of any conflict of interest that accepting this appointment would cause with any existing commercial or professional commitments and will advise the President of ISACA Singapore Chapter immediately should one develop during my term.

Only through the generosity of employers and individuals willing to donate time, expertise, and resources, can ISACA continue to advance the profession. The success of the Society will be a direct result of such support.

I agree to serve pursuant to the above stated terms from January 1, 2025 through December 31, 2025.

Health Advisory

I agree that if I am feeling unwell (including symptoms of contagious illness, fatigue, or injury) on the day of any volunteer activity, I will not participate and will notify the Chapter immediately.

Waiver of Liability

I hereby release ISACA Singapore Chapter, its officers, directors, employees, and agents from all liability for personal injury, illness, death or property damage arising from volunteer activities.

Indemnification

I agree to indemnify and hold harmless ISACA Singapore Chapter against all claims, damages, or expenses (including legal fees) resulting from my intentional misconduct, gross negligence or violation of this Agreement during volunteer activities.

Name: _____

ISACA Membership No.: _____

Phone: _____

E-mail: _____

Position to be served: Member – Local Chapter Volunteer Group/ Student Volunteer - Local Youth Chapter Group

I acknowledge reading and agreeing to all the terms in the Health Advisory, Waiver, and Indemnification clauses.

Signature: _____

Date: _____

Conflict of Interest and Disclosure Statement

Philosophy: The ISACA Singapore chapter enjoys an excellent reputation in the IT community and the business sector. This reputation depends in large measure upon the confidence Association members, the IT community and the business sector have in its integrity. In order to maintain this confidence, this chapter has adopted this Conflict of Interest / Disclosure Statement. Because the chapter depends upon voluntary service to achieve its goals, this statement must be realistic and workable. It is recognized that, in the information systems control profession, volunteers have other personal, business, and professional interests or commitments, some of which may have the potential to create conflicts with the best interests of this chapter. This chapter does not view the existence of these interests or commitments as necessarily implying bias or an impediment to participation in ISACA chapter activities.

Duty to Disclose: It is the policy of this chapter that decisions of board members, committee members, staff, and all other persons acting as representatives of this chapter should be based solely on the best interests of the chapter, its membership, the IT community, and the business sector. They should never be influenced by desire for personal profit or by other extraneous considerations. Scenarios creating the appearance of a conflict of interest by a chapter representative should be avoided. Accordingly, this chapter has adopted the following statement.

Financial Interests: An individual covered by this statement shall make disclosure if that individual or an immediate family member has a material financial interest in any commercial entity which provides products or services related to subject matter that is likely to be considered or is under discussion by a chapter body (e.g., board, committee, sub-committee, task force, etc.) on which the individual serves, or is a direct competitor of such a commercial entity.

Other Organizations: An individual covered by this statement shall make disclosure if, within the previous twelve months, that individual has served as a board or committee member, or has been employed by, consulted for, or done research for (a) other professional organizations or (b) any commercial entity which provides products or services related to subject matter that is likely to be considered or is under discussion by a body of the chapter on which the individual serves, or (c) a commercial or other entity with interests potentially conflicting or competing with those of the chapter.

Proprietary Information: Among the chapter's assets are contracts, documents, educational materials, membership lists, and other confidential information developed by the ISACA or the chapter, or lawfully acquired from others. These assets are the property of the chapter. An individual covered by this statement shall not use or disclose them to third parties subject to chapter policies and procedures, nor shall they utilize this information for any personal gain.

Gifts: An individual covered by this statement shall make disclosure if, within the previous twelve months, that individual or an immediate family member has received support, fees, honoraria, travel expenses, gifts, gratuities, entertainment, or free products or services of a substantial financial value from any commercial entity which provides products or services related to subject matter that is likely to be considered or is under discussion by a chapter body on which the individual serves, or from a direct competitor of such a commercial entity.

I hereby attest that I have no conflict(s) of interest regarding the above, except as noted below:

For purposes of this statement, an individual's immediate family shall include the individual's spouse, children, parents, and siblings. A material financial interest shall be defined as ownership or beneficial ownership of more than US \$10,000 worth of stock or 1% of the stock in a commercial entity. The term "substantial" financial value shall be defined as US \$1,000 or more in aggregate from any one entity during the previous 12-month period.

Each chapter board member, committee member, or staff member shall file an annual disclosure statement with the chapter. The disclosure statement must be filed at the time of nomination for election or appointment to a chapter position. Furthermore, chapter board, committee, and staff members shall disclose all potentially conflicting interests which they identify during their service in a chapter position. An individual who has a possible conflict of interest with respect to a matter under consideration by a chapter body on which the individual services shall disclose the possible conflict of interest to the body prior to or during the discussion relating to such matter and, in any event, prior to any action by the body on such matter. The individual shall make this disclosure at the earliest possible time in order to avoid misunderstanding or misrepresentation of the individual's motives or interests relating to participation in a matter before the body. Individuals holding chapter positions are the chapters most visible representatives with members and outside organizations. For this reason, board members are often asked to address member groups and others, regarding chapter or professional issues. To avoid possible confusion or misunderstanding, individuals representing the chapter who address groups should clearly indicate whether they are speaking as a member of the board, or as a private individual. Board members comments on professional issues, rather than chapter issues, should indicate to the audience that their comments are based on their perspective as an IS control professional (e.g. "in my capacity as xxx, for the xyz corporation...").

I have read this conflict of interest and disclosure statement and support its intent. I recognize that I must disclose any personal interests or commitments I have regarding subjects that are likely to be discussed by the chapter body on which I serve during the next twelve months. To the best of my knowledge, I do / do not have interests or commitments that should be disclosed relative to my service on/as a member of the chapter board of directors. I have read this statement and I have identified and described any potentially conflicting interests or commitments. If my interests or commitments change during the year or if the subject matter of my group changes and results in my being asked to consider a matter about which I have personal interest or commitment, I agree to file an amended disclosure statement at that time. In addition, I recognize that it is my obligation to disclose any personal interests or commitments to the other members of the chapter body on which I serve at such time as that body discusses subjects related to those personal interests or commitments. I understand that failure to comply with this disclosure statement may be considered cause for removal from office, appointment, or participation in any chapter activity or program.

NAME (please print)

Date

SIGNATURE

Note: Any personal information collected in this instance will abide by the PDPA of Singapore and will be used solely for volunteer management activities carried out by the ISACA Singapore Chapter. By submitting this form, you have agreed to share your personal information for the volunteer management activities purpose, including sharing the information with the other volunteers of ISACA Singapore Chapter.