

KEY ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Chairperson	• Provides overall leadership to the Board • Ensures the Board is effective in setting and implementing the company's direction and strategy • Presides and conducts meetings effectively • Ensures directors receive accurate, timely, and clear information • Identifies development needs of directors and provides appropriate training • Maintains sound relations with shareholders
Directors	• Contribute to the development of the strategy • Ensure financial information released to the market and shareholders is accurate • Ensure the Company has adequate financial controls and risk management systems • Actively participate in Board decision-making • Provide specialist knowledge and experience to the Board • Remain permanently bound by fiduciary duties of care and skill
Chief Executive Officer	• Develop and execute the vision and strategy of the business in line with the policies set by the Board • Manage the day-to-day operations • Set direction and oversee operations • Ensure efficient utilization of resources
Company Secretary	• Ensures compliance with all relevant statutory and regulatory requirements • Provides the Board and directors with guidance on their roles and responsibilities • Assists the Chairperson in governance processes such as Board and Committee evaluation • Develops and circulates agendas for meetings, drafts minutes, and ensures follow-ups • Ensures shareholder interests are taken care of and acts as the primary point of contact