



# DreamDay Technology Limited

We Make Our Mark, We Change the World by Coding It All

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## DreamDay Technology Limited

### Terms of Reference (ToR) for the Advisory Board

**Date:** 28/01/2022

#### 1. Background:

DreamDay Technology Limited (DDT) is a youth-led ICT company dedicated to exploring and solving educational challenges through technology-based solutions.

The top governing body is the Founder and CEO. The Advisory Board advises the company's executive members on ways to achieve the goals of DreamDay Technology initiatives, taking into consideration the comments obtained from the Advisory Board members.

#### 2. Composition

The Advisory Board must have at least five (5) to seven (7) members from various professions. DDT Executive members approaches and selects the Advisory members once every two years, considering their geographical location (at least 75% living locally), field of experience and gender. Engaged members can be selected more than once.

#### 3. Responsibilities

The members of the Advisory Board do not have the capacity to vote on corporate decisions or have legal fiduciary obligations; instead, they have the following tasks and responsibilities:

- Provide non-binding strategic advice to the DDT team;
- Evaluate the effectiveness of the projects;
- Provide guidance for the company's quality improvement, motivate and inspire DDT leaders;
- Develop an understanding of the business, market, and industry trends;
- Provide "wise counsel" on issues raised by the founder/management;
- Provide unbiased insights and ideas from a third point of view (not involved in the operation of the business);
- Encourage and support the exploration of new business ideas and take genuine interest in the project's outcomes and overall success;
- Encourage the creation of a governance framework that allows for the company's long-term success;
- Keep track of the company's performance;
- Assist in the recruitment of new members of the Advisory Board;
- Use their social capital (networks) to boost the company's operations;
- Analyse and offer thoughts on complaints, objections, and suggestions received;
- Urge free debate and discussion among members of the Advisory Board, and encourage them to share their perspectives.



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## 4. Participation, Agenda, Minutes, and Supporting Materials

The Advisory Board is contacted through email on a regular basis. At least four (4) meetings held per year, one per quarter. Efforts are made to coordinate dates so that the most people can participate. Meeting reminders are sent out two weeks ahead of time.

- Information packages will be sent to members three to five business days in advance of the Advisory Board Meeting.

This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- A progress report for the projects
- Documents/information to be considered at the meeting
- Meeting are done (face to face or digitally) with 75% of members present
- Every two to three months, an email update on the company's progress is sent out, and in the event of an emergency, meetings with at least half of the Advisory Board members can be arranged.