

工程及醫療義務工作協會

Association for Engineering and Medical Volunteer Services

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**Association for Engineering and Medical Volunteer Services (EMV)
Management Committee of Vocational Rehabilitation Services
The Endeavor & Supported Employment Training
for Persons with Disabilities**

Terms of Reference

1. Composition, Chairperson and Term of Office

1.1 Appointed Members

- a) Members from Executive Committee of the Association for Engineering and Medical Volunteer Services
- b) EMV appointed staff

1.2 Invited Members

Volunteers from medical, paramedical, technology and engineering, computer and I.T. field related, commercial and related fields

1.3 This Management Committee consists of the following Committee Members:

- a) Chairperson
- b) Secretary who is one of the EMV appointed staff
- c) Appointed Members and Invited Members

1.4 A Chairperson and/or one Vice-chairperson shall be elected from among the Committee members. Only members from Executive Committee of EMV are eligible for Chairperson or Vice-Chairperson

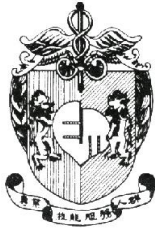
1.5 Elected Chairperson shall hold office for two-year term, and no more than three consecutive terms.

2. Functions of the Committee

The Management Committee of Vocational Rehabilitation Services, The Endeavor & Supported Employment Training for Persons with Disabilities, is responsible to the Association for Engineering and Medical Volunteer Services for the following:

2.1 To advise on the planning and development of Vocational Rehabilitation Services – The Endeavor & Supported Employment Training for Persons with Disabilities

2.2 To monitor the overall operation of Vocational Rehabilitation Services – The Endeavor & Supported Employment Training for Persons with Disabilities



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- 2.3 To evaluate the progress and development of Vocational Rehabilitation Services – The Endeavor & Supported Employment Training for Persons with Disabilities.

3. Meetings

- 3.1 Committee meetings will be held quarterly
- 3.2 In all meetings no less than half of the Committee members shall form a quorum
- 3.3 Prior notice shall be given by any member not able to attend any meeting
- 3.4 Extra Committee meeting shall be convened by the Chairperson upon a request by not less than 2/5 of all members.

4. Duties of the Committee Members

- 4.1 The Chairperson shall chair all the Committee meetings
- 4.2 The Secretary shall be responsible for recording all minutes of the meetings, correspondence, and records
- 4.3 The Secretary shall convene all Committee meetings upon agreement of the Chairperson, keeping the Management Committee informed of the progress of the Vocational Rehabilitation Services, including The Endeavor & Supported Employment Training for Persons with Disabilities, by forwarding all minutes of meetings and reports to the members
- 4.4 The Secretary shall be working with the Management Committee on the planning and review of the Vocational Rehabilitation Services, including The Endeavor & Supported Employment Training for Persons with Disabilities, and assist in the execution of the decision of the Management Committee
- 4.5 All the members shall be responsible for enabling the Committee to function properly and be able to be involved in matters arising
- 4.6 If the Chairperson and/or Vice-Chairperson are not present within 15 minutes after the appointed time of meeting, the members present shall elect a member to chair the meeting.

5. Resignation

- 5.1 All members shall give a one-month written notice in advance upon resignation.

6. Dissolution

- 6.1 EMV will decide on the dissolution of this Management Committee.