

工程及醫療義務工作協會
Association for Engineering and Medical Volunteer Services

香港九龍石硤尾邨44座平台207-212室
Room 207-212, Podium Floor, Block 44, Shek Kip Mei Estate, Kowloon, Hong Kong
Tel: (852)2776 8569 Fax: (852)2788 1194 <http://www.emv.org.hk> E-mail: info@emv.org.hk

Association for Engineering and Medical Volunteer Services (EMV)
Management Committee of Integrated Home Care Services

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, gerontechnology, 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

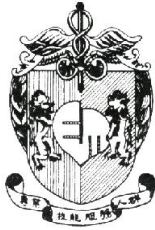
1.4 A Chairperson and/or Vice-Chairperson shall be elected from among the Committee members. Only members from Executive Committee of EMV are eligible for Chairperson or Vice-Chairperson

1.5 Elected Chairperson shall hold office for an unlimited term.

2. Functions of the Committee

The Management Committee of Integrated Home Care Services is responsible to the Association for Engineering and Medical Volunteer Services for the following:

- 2.1 To provide professional advice on the planning and development of Integrated Home Care Services for elderly persons, persons with disabilities, and individuals and families with social needs living in the community



工程及醫療義務工作協會
Association for Engineering and Medical Volunteer Services

香港九龍石硤尾邨44座平台207-212室

Room 207-212, Podium Floor, Block 44, Shek Kip Mei Estate, Kowloon, Hong Kong

Tel: (852)2776 8569 Fax: (852)2788 1194 <http://www.emv.org.hk> E-mail: info@emv.org.hk

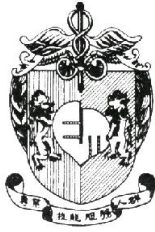
- 2.2 To oversee and monitor the overall operation and the progress of Integrated Home Care Services for elderly persons, persons with disabilities, and individuals and families with social needs living in the community
- 2.3 To evaluate and audit the operation and development of Integrated Home Care Services for elderly persons, persons with disabilities, and individuals and families with social needs living in the community.

3. Meetings

- 3.1 Two committee meetings will be held in a year
- 3.2 In all meetings no less than three out of seven members shall form a quorum
- 3.3 Prior notice has to be given by any member unable to attend the 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 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 Integrated Home Care Services 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 Integrated Home Care Services 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.



工程及醫療義務工作協會
Association for Engineering and Medical Volunteer Services

香港九龍石硤尾邨44座平台207-212室

Room 207-212, Podium Floor, Block 44, Shek Kip Mei Estate, Kowloon, Hong Kong

Tel: (852)2776 8569 Fax: (852)2788 1194 <http://www.emv.org.hk> E-mail: info@emv.org.hk

5. Resignation

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

6. Dissolution

6.1 EMV shall decide on the dissolution of this Management Committee.