

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 the Independent Living Fund

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

The invited Committee Members include related professionals and representatives from disability groups who have been significantly involved in rehabilitation services

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

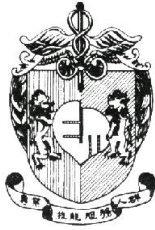
1.4 A Chairperson, and one Vice-chairperson (optional), shall be elected from among the Committee members. Only members from Executive Committee of EMV are eligible for Chairperson or Vice-chairperson

1.5 The Committee Members would join the Management Committee on a long-term basis.

2. Functions of the Committee

The Management Committee of the Independent Living Fund is responsible to EMV for the following:

2.1 To assess and recommend loan applications for the Executive Committee's endorsement



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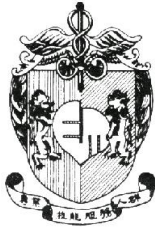
- 2.2 To monitor the Fund
- 2.3 To evaluate the operation of the Fund periodically
- 2.4 To advise on the promotion and publicity of the Fund.

3. Meetings

- 3.1 Committee meetings shall be held at least once a year. Besides, upon the agreement of the Chairperson, the Secretary can request to call an ad hoc meeting whenever necessary
- 3.2 In all meetings, no less than half of the 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 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, keep the Management Committee informed of the progress of the Independent Living Fund 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 Independent Living Fund and assisting 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 the 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.



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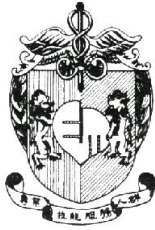
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5. Proceedings

- 5.1 The Secretary will be responsible for the preliminary screening and assessment of the socio-economic situation of the applicants for loans from the Fund. He/She will refer the case for clinical assessment if necessary to assess the necessity and suitability of the aids for the applicant. Then the Secretary should submit a report to the Management Committee through circulation by email, fax, or mailing for their consideration
- 5.2 The Committee Members will assess the respective case and give recommendations for the approval or disapproval of the application. The recommendations should be made by taking into consideration the applicant's financial capacity, the necessity and suitability of the applied aid in relation to the applicant's present living. Upon approval, the Committee Members will sign the recommendation form and send it back to the Secretary for record purposes
- 5.3 The Secretary will call for a case conference to discuss the application if necessary. The Committee Members can also make recommendations to the Management Committee for case conference if the Secretary finds it necessary
- 5.4 The decisions will be made based upon the majority rule under the condition that there is more than half of the Committee Members stand on the approval or disapproval side
- 5.5 The applicants can appeal to the Management Committee for a review of the decision. The Secretary should call for a case conference for the appeal case if necessary
- 5.6 The recommendations of the Management Committee on each application need to be endorsed by the Executive Committee of the Association. The decision of the Executive Committee will be final.



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6. Resignation

6.1 All members shall give written notice one month in advance upon resignation.

7. Dissolution

7.1 EMV will decide on the dissolution of this Management Committee.