

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 Technology for Rehabilitation 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 the medical, paramedical, technology, engineering, computer, IT, and commercial sectors

1.3 This Management Committee consists of the following Committee Members:

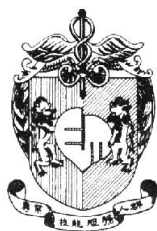
- a. Chairperson
- b. Secretary who is one of the EMV appointed staff
- c. Appointed Members and Invited Members

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 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 the Technology for Rehabilitation Services* is responsible to EMV for the following:



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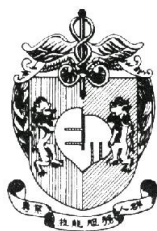
- 2.1 To decide the development and work direction of Technology for Rehabilitation Services
- 2.2 To ensure that all objects and targets set of Technology for Rehabilitation Services are achieved
- 2.3 To direct all affairs concerning Technology for Rehabilitation Services
- 2.4 To make decisions on and formulate internal management flow and policy regarding Technology for Rehabilitation Services
- 2.5 To carry out overall evaluation of the Technology for Rehabilitation Services operations
- 2.6 To make suggestions on government policy on Technology for Rehabilitation Services to disabled, elderly and needy people.

3. Meetings

- 3.1 Committee meeting 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 Chairman 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 Technology for Rehabilitation Services by forwarding all minutes of meetings and reports to the members



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4.4 The Secretary shall be working with the Management Committee on the planning and review of Technology for Rehabilitation Services and assist 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.

5. Resignation

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

6. Dissolution

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

*Technology for Rehabilitation Services including the following services:

1. Technical/Computer Aids Services for the Disabled (TASD/CASD)
2. Electric Wheelchair Repair Clinic and Resource Centre (EWC)
3. Information Technology Solutions for Rehabilitation: Computer Rehabilitation Training Resource Station and e-Workshop (ITSR: C-Rehab & e-Workshop)