

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

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

Terms of Reference

1. Composition, Chairperson and Term of Office

1.1 Appointed Members

- a) Members from Executive Committee of EMV
- b) EMV appointed staff

1.2 Invited Members

Volunteers from engineering, medical, paramedical fields and personnel with experience in volunteer services management

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

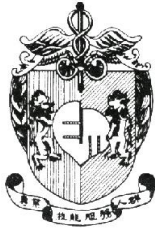
1.4 A Chairperson, and one Vice-chairperson (optional), shall be elected from among the Committee members. Only members from Executive Committee of EMV are eligible for Chairperson or Vice-Chairperson

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

2. Functions of the Committee

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

- 2.1 To advise on the planning, operation, and development of the volunteer services of the Association
- 2.2 To oversee and monitor the implementation of the volunteer services of the Association
- 2.3 To evaluate the operation and progress of the volunteer services of the Association.



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3. Meetings

- 3.1 Committee meetings shall be held once every 6 months
- 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

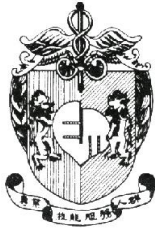
- 4.1 The Chairperson shall chair all the Committee meetings
- 4.2 The Secretary shall be responsible for recording all minutes of the meetings, correspondence, and records
- 4.3 The Secretary shall convene all Committee meetings upon agreement of the Chairperson, keep the Management Committee informed of the progress of Volunteer 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 Volunteer Services and assist in the execution of the decision of the Management Committee
- 4.5 All the members shall be responsible for the proper functioning of the Management Committee and shall be able to participate in matters arising therefrom
- 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.



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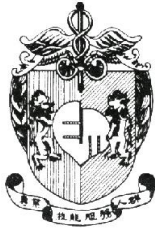
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Philosophy and Approach to Volunteerism

The EMV was founded by professionals with engineering and medical backgrounds who volunteered their time and expertise to fulfil the Association's objectives and mission. As EMV's operations expanded, we recruited volunteers from diverse backgrounds and with specific expertise to enhance the scope and scale of our services. To sustain and promote volunteer participation, we established the "**Management Committee of Volunteer Services**" to guide our volunteer services, oversee service quality, and promote the spirit of volunteerism.

Our core beliefs and practices:

- We firmly believe that through volunteer service, individuals can both give back to society and facilitate their own personal growth, demonstrate their values, and enhance the quality and meaning of their lives.
- We strive to provide volunteer work training and service opportunities for professionals and individuals with various talents. This approach allows us to offer more comprehensive and diverse support to our service users, who include people with disabilities, the elderly, and their caregivers.
- We recognize that all EMV service users have the ability to contribute to society and serve others to varying degrees. We create volunteer service opportunities for our service users, adding greater value and meaning to their lives.
- We view every volunteer as a collaborative partner. Together, we combine our talents and efforts to fulfil EMV's mission, contributing to the building of a harmonious and inclusive society.
- We promote the development of diverse volunteer opportunities across the Association's services collaboratively. We have established regular volunteer coordination mechanisms aimed at generating the greatest possible synergy in our volunteer services.



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義務工作的理念和實踐

協會成立之初，吸納具備工程及醫療背景的專業人士成為義工，履行協會的目標與使命。其後也廣泛吸納不同領域或具個別專長的義工，加強義工服務的範疇及規模。為持續推動發展，成立「義工服務管理委員會」，指導協會義工服務方向及監督服務質量，弘揚義工精神。

EMV 義工信念與定位

- 我們深信人皆可透過義工服務回饋社會、促進個人成長、彰顯個人價值和提升生活品質及意義。
- 我們會竭力為專業和各有所長的人士提供義務工作培訓及服務的機會，為協會的服務使用者（殘疾人士、長者及其照顧者等）提供更全面多元的援助與服務。
- 我們認為協會的所有服務使用者均有不同程度貢獻社會、服務他人的能力，我們為各單位的服務使用者創造義工服務機會，為其生命創造更大的價值及意義。
- 我們視每位義工為合作伙伴，大家攜手合作、各展所長、發光發熱，實踐 EMV 的使命，為建立和諧共融社會作出貢獻。
- 我們促進協會各服務單位協同發展多元義工機會，建立恆常義工協調機制，在義工服務上產生最大程度的協同效應。