

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

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Management Committee of the Technical Aids Services for the Disable (TASD) & Computer Aids Services for the Disabled (CASD)

Terms of Reference

1. Membership

1.1 Appointed Members

- a.) TASD&CASD in-charge from Executive Committee of EMV.
- 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 members:

- a.) Chairman
- b.) Secretary
- c.) Committee members

2. Function of the Committee

- 2.1 to decide the development and work direction of TASD & CASD services;
- 2.2 to ensure that all objects and targets set of TASD & CASD services are achieved;
- 2.3 to direct all affairs concerning TASD & CASD;
- 2.4 to make decisions on and formulate internal management flow and policy regarding TASD & CASD;
- 2.5 to carry out overall evaluation of on-going TASD & CASD services; and
- 2.6 to make suggestions on government policy on TASD & CASD services to disabled.

3. Meetings

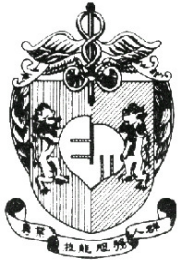
- 3.1 Committee meeting will be held tri-monthly
- 3.2 In all meetings no less than half of the committee members shall form a quorum
- 3.3 Prior notice shall be given by any member not able to attend any meeting
- 3.4 Extra board meeting shall be convened by the chairman upon a request by not less than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



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4. Duties of Committee Members

- 4.1 The chairman shall be the chief executive of TASD & CASD management committee and chair all committee meetings.
- 4.2 The secretary will be responsible for recording all minutes of the meetings, correspondence and records.
- 4.3 The secretary shall convene all committee meetings, keeping the Management Committee informed of the progress of TASD & CASD 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 TASD & CASD service and assist the execution of the decision of the Management Committee.
- 4.5 All the members shall be responsible to enable the Committee to function properly and be able to involve in the matter arising.

5. Resignation

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

6. Dissolution

EMV will decide on the dissolution of this Management Committee



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