

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 Vocational Rehabilitation Services The Endeavor & Supported Employment Service

Terms of Reference

The Management Committee of Vocational Rehabilitation Services - The Endeavor & Supported Employment Service is responsible to the Association for Engineering and Medical Volunteer Services for the following:

1. Membership

1.1 Appointed Members

- a) members from EMV ExCo
- b) EMV appointed staff

1.2 Invited Members

Volunteers from medical, paramedical, commercial and related fields

1.3 This Management Committee consists of the following members:

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

2. Functions of the Committee

- 2.1 to advise on the planning and development of Vocational Rehabilitation Services - The Endeavor & Supported Employment Service
- 2.2 to monitor the overall operation of Vocational Rehabilitation Services - The Endeavor & Supported Employment Service
- 2.3 to evaluate the progress and development of Vocational Rehabilitation Services - The Endeavor & Supported Employment Service

3. Proceedings

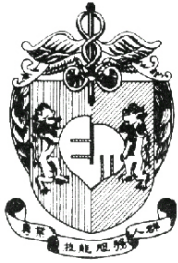
- 3.1 Committee meetings will be held quarterly
- 3.2 In all meetings no less than half of the Committee members shall form a quorum
- 3.3 Prior notice has to be given by members unable to attend the meeting



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4. Duties of the Committee Members

4.1 The Chairman will be the Chief Executive and chair all meetings

4.2 The secretary will be responsible for recording all minutes of the meetings correspondence and records

4.3 All members shall be responsible to enhance that the Committee can function properly and be able to involve in the matter arising

5. Resignation

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

6. Dissolution

EMV will decide on the dissolution of this Management Committee



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