

# 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 Independent Living Fund

### Terms of Reference

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

#### 1. Responsibilities of the Committee

- 1.1 to assess the funding applications
- 1.2 to monitor the Fund
- 1.3 to evaluate the operation of the Fund periodically
- 1.4 to be responsible for the promotion and publicity of the Fund

#### 2. Membership

##### 2.1 Composition of the Committee

##### 2.1.1 Secretary

The Secretary shall be held by EMV staff and directly report to the Management Committee members on the planning and review of the concerned service and assist the execution of the decisions. He/She will be responsible for convening all meetings, recording all minutes of meetings, correspondence and records.

##### 2.1.2 Members

The number of members will be 4-8. The invited Committee Members include related professionals and representatives from disabled groups who have significantly involved in the rehabilitation services. All members should be responsible to ensure that the Committee can function properly and be able to involve in the matters arising.

The Committee Members would join the Management Committee on a long-term basis. Those who want to withdraw from the Committee should provide a written notice to the Management Committee.

#### 3. Proceedings

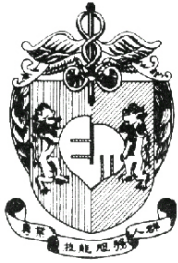
- 3.1 The Secretary will be responsible for the preliminary screening and assessment of the socio-economic situation of the applicants. He/She will refer the case for clinical assessment if necessary to assess the necessity and suitability of the aids for the applicant. Then, the Secretary should submit a report to the Management Committee through circulation by email, fax or mailing for their consideration.



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- 3.2 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 back to the Secretary for record purpose.
- 3.3 The Secretary will call for a case conference to discuss the application if necessary. The Committee Members can also make recommendation to the Management Committee for a case conference if he/she finds necessary.
- 3.4 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 approved or disapproved side.
- 3.5 The recommendations of the Management Committee on each application need to be endorsed by the Executive Committee of the Association during its regular meetings. The decision of the Executive Committee will be final.
- 3.6 The applicants can appeal to the Management Committee for disagreement of the jurisdiction. The Secretary should call for a case conference for the appeal case if necessary.
- 3.7 The frequency of the meeting of the Management Committee will depend on the number and nature of the applications. However, evaluation meeting should be normally held once per year. Besides, the Secretary can request to call ad hoc meeting whenever necessary. Each meeting should be attended by more than half of the Members of the Management Committee.



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