

**Association for Engineering and Medical Volunteer Services
Committee on Volunteer Management
Terms of Reference**

The Management Committee is responsible to the Executive Committee of the Association for the following:

1. Membership
 - 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 management
 - 1.3 This Management Committee consists of the following members
 - a) Chairperson
 - b) Secretary
 - c) Committee members
2. Functions of the Committee
 - 2.1 To advise on the planning, operation and development of volunteer services of the Association
 - 2.2 To oversee and monitor the implementation of volunteer services of the Association
 - 2.3 To evaluate the operation and progress of volunteer services of the Association
3. Proceedings
 - 3.1 Committee meeting will be held once every six months
 - 3.2 In all meeting 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
4. Duties of Committee Members
 - 4.1 The Chairperson will be the chief executive of this Committee and chair all Committee meeting
 - 4.2 The Secretary will serve as the executive arm and will be responsible for recording all minutes of the meeting and records
 - 4.3 All members will be responsible to enhance the proper functioning of the Committee and be able to attend 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