



Terms of Reference of The Secretariat (Head Office)

Scope of Responsibilities:

- 1) To provide secretarial support to the Board of Directors, the Executive Committee, and all specialized committees for managing the business of the Association
- 2) To manage day-to-day operation of the Association in accordance with the policies, guidelines and procedures set by the Board of Directors, the Executive Committee, and all specialized committees
- 3) To collect all kinds of income and pay for the spending authorized by the Board of Directors, the Executive Committee, and all specialized committees, and keep all accounting records for the annual auditing exercise performed by an external auditor
- 4) To maintain an effective channel to communicate with all stakeholders of the Association, and give the Board of Directors, the Executive Committee, and all specialized committees assistance in handling conflict and complaint
- 5) To perform all duties assigned by the Board of Directors, the Executive Committee, and all specialized committees that are relevant to the objects of the Association stated in the Articles of Association



秘書處（總辦事處）職權範圍

職責範圍：

- 1) 為總會董事局、執行委員會及各專責委員會提供秘書服務支援，以管理總會的各項事務
- 2) 依照董事局、執行委員會及各專責委員會制定的政策、準則和程序，管理總會的日常運作
- 3) 收取董事局、執行委員會及各專責委員會授權的各項收入，並支付其授權的支出，並保存所有會計記錄，以供外部審計師進行年度審計
- 4) 維持與總會所有利害關係人的有效溝通管道，並協助董事局、執行委員會及各專責委員會處理衝突和投訴
- 5) 履行董事局、執行委員會及各專責委員會授予的與總會章程所述宗旨相關的所有職責