



## **Terms of Reference of Specialized Committees**

### **Administration & Management Committee (AMC)**

<b>Terms of Reference:</b>
<ol style="list-style-type: none"> <li>1. To oversee the general administration and management of the HKPFA office.</li> <li>2. To coordinate issues related to human resources and financial affairs of the HKPFA office.</li> <li>3. To develop strategic plans for the organization.</li> <li>4. To be accountable to the Executive Committee.</li> </ol>

### **Education & Professional Development Committee (EPDC)**

<b>Terms of Reference:</b>
<ol style="list-style-type: none"> <li>1. To plan and supervise all the regular professional certification courses and examination and continuing education symposiums.</li> <li>2. To manage the Certification Revalidation Scheme of HKPFA fitness professionals.</li> <li>3. To assure the quality of all the educational activities.</li> <li>4. To appraise and accredit professional qualifications.</li> <li>5. To be accountable to the Executive Committee.</li> </ol>

### **Community Engagement & Services Committee (CESC)**

<b>Terms of Reference:</b>
<ol style="list-style-type: none"> <li>1. To provide advice on the planning, management, implementation, and development of community services.</li> <li>2. To manage externally funded community projects.</li> <li>3. To coordinate teams of community services coordinators and fitness ambassadors.</li> <li>4. To be accountable to the Executive Committee.</li> </ol>

### **Corporate Relations Committee (CRC)**

<b>Terms of Reference:</b>
<ol style="list-style-type: none"> <li>1. To explore funding opportunities, sponsorships and donations that can facilitate the development of HKPFA.</li> <li>2. To develop external links and public relations with different sectors in local areas, the Mainland, Macau, Taiwan and foreign countries.</li> <li>3. To initiate, plan and supervise strategies for promoting and enhancing image and brand of HKPFA.</li> <li>4. To plan, coordinate and supervise affairs concerning press releases, press conferences and journal interviews.</li> <li>5. To oversee and coordinate the production of gifts and souvenirs for promoting HKPFA.</li> <li>6. To oversee information and technology development.</li> <li>7. To be accountable to the Executive Committee.</li> </ol>

### **Research and Publication Committee (RPC)**

<b>Terms of Reference:</b>
<ol style="list-style-type: none"> <li>1. To initiate, plan and supervise all the research projects and academic conferences of HKPFA.</li> <li>2. To seek for research grants and funds.</li> <li>3. To advise on matters concerning the copyright of all publications of HKPFA.</li> <li>4. To establish a collection of e-resources within the official HKPFA website.</li> <li>5. To supervise the production of the monthly Electronic Newsletter, the Physical Fitness Bulletin and other HKPFA publications.</li> <li>6. To be accountable to the Executive Committee.</li> </ol>



## 專責委員會的職權範圍

### 行政管理委員會 (AMC)

#### 職權範圍：

1. 監督總會辦事處的日常行政管理工作。
2. 協調總會辦事處的人力資源和財務相關事宜。
3. 制定總會辦事處的策略規劃。
4. 對執行委員會負責。

### 教育及專業發展委員會 (EPDC)

#### 職權範圍：

1. 規劃及監督所有定期舉辦的專業認證課程、考試及延續教育工作坊。
2. 管理總會證書重審計劃。
3. 確保所有課程的質素。
4. 評估及頒發專業證書資格。
5. 對執行委員會負責。

### 社區參與及服務委員會 (CESC)

#### 職權範圍：

1. 就社區服務的規劃、管理、實施和發展提供建議。
2. 管理外部資助的社區計劃。
3. 協調社區服務協調員和健身大使團隊。
4. 對執行委員會負責。

### 機構傳訊委員會 (CRC)

#### 職權範圍：

1. 尋求資助、贊助及捐款，以促進總會的發展。
2. 發展與本地、內地、澳門、台灣及海外不同界別的對外聯繫及公共關係。
3. 制定、規劃及監督總會的形象及品牌推廣策略。
4. 策劃、協調及監督新聞稿、記者會及期刊採訪等事宜。
5. 監督及協調推廣總會的禮品及紀念品製作。
6. 監督資訊及科技發展。
7. 對執行委員會負責。

### 研究及出版委員會 (RPC)

#### 職權範圍：

1. 發起、策劃及監督總會的所有研究計劃及學術會議。
2. 尋求研究經費及基金。
3. 就總會所有出版品的版權事宜提供意見。
4. 在總會官方網站內建立電子資源庫。
5. 監督每月電子通訊、《健康體適能社區期刊》及其他總會出版品的製作。
6. 對執行委員會負責。

### **Guidelines for Specialized Committees**

1. Chairperson of Executive Committee will chair or appoint Vice-Chairpersons of Executive Committee or Executive Committee Members to convene the committees.
2. Executive Committee members can participate in different committees.
3. The Conveners of the committees can invite Non-Executive Committee members to serve in their committees. Such appointment should be endorsed by Chairperson, and should not be longer than the terms of service of the existing Executive Committee.
4. At least 50% of attendance rates are expected for all committee members. The number of committee meetings should not be less than that of regular Executive Committee meetings.
5. The work of committees is based upon specific terms of reference. The terms of reference should be initiated by the committees and then endorsed by Executive Committee.
6. The Executive Committee reserves the right to override the decisions made by the committees.

### **專責委員會工作指引**

1. 執行委員會主席親自或授權副主席或任何執行委員會成員擔任專責委員會的召集人。
2. 執行委員會成員可參與不同專責委員會的活動或工作。
3. 各專責委員會召集人可邀請非執行委員參與其所屬專職委員會的工作。該些任命必須獲執行委員會主席通過，一般任期不會比現屆執行委員會任期長。
4. 專責委員會應每年開會數目，不能低於召開執行委員會數目。專責委員會成員會議出席率不應低於 50%。
5. 專責委員會工作受其職權範圍規管，而其職權範圍則由各專責委員會擬訂，並須交由執行委員會批准。
6. 執行委員會保留推翻專責委員會決定的最終權利。