



## **Terms of Reference of Executive Committee (ExCom)**

### **Scope of Responsibilities:**

1. To manage daily operational matters of the Association
2. To take charge of the financial matters of the Association, preparing a financial statement at the request of the Board of Directors and an annual statement of accounts for audit for presentation at the Annual General Meeting
3. To coordinate, supervise and implement the activities held by the Association
4. To represent the Association in all its external and internal matters
5. To appoint and authorize committee(s) and subcommittee(s) for advisory and implementation purposes for different activities of the Association
6. To appoint chairperson for subcommittee to handle special projects or activities
7. To carry out all decisions which are passed by the Board of Directors

### **Tenure:**

- Three years
- Maximum 21 members including one chairperson (the Secretary General of the Board of Directors), one or more than one vice-chairperson(s), one secretary, one treasurer, and more than one members

### **Eligibility Requirement:**

- <65 years old
- Either full member or associate member of the Association

### **Method of Formation:**

- Appointed by the Board of Directors every three years



## 執行委員會職權範圍

### 職責範圍：

1. 管理總會的日常營運事務
2. 負責總會的財務事宜，根據董事局的要求編制財務報表，並編制年度財務報表以供審計，提交年度會員大會
3. 協調、監督和執行總會舉辦的活動
4. 代表總會處理所有外部和內部事務
5. 任命並授權委員會和工作小組，為總會的各項活動提供諮詢和執行服務
6. 任命小組委員會主席，負責處理特別項目或活動
7. 執行董事局通過的所有決議

### 任期：

- 三年
- 最多 21 名成員，包括一名主席（董事局秘書長）、一名或多名副主席、一名秘書、一名財務主管和多名成員
- 資格要求：
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### 資格要求：

- 年齡<65 歲
- 總會全會員或附屬會員

### 成立方式：

- 每三年由董事局任命