



## **Terms of Reference of The Board of Directors (BoDs)**

### **Scope of Responsibilities:**

1. To appoint and authorize committee(s) to manage the business of the Association
2. To formulate, define, interpret and review policies, guidelines and procedures on major issues of governance and administration of the Association, and make sure the implementation of the abovementioned policies is up to the standards set by relevant authorities
3. To develop strategic directions and annual plans for operating and developing the Association
4. To oversee day-to-day operation of the Association and implementation of the Articles of Associations or any regulations enacted by the BoDs as appropriate
5. To collect subscription fees and other income, authorize expenditure of the Association, and monitor the financial situations of the Association
6. To appoint representatives representing the Association before third parties
7. To approve or disapprove applications for membership
8. To impose and enforce disciplinary action upon members or employees who have conducted themselves in a manner likely to bring the Association into dispute, or who have contravened the Articles of Association, or any regulations enacted by the BoDs
9. To administer the General Meeting(s) in accordance with the requirements laid down in the Articles of Association, including inviting an external auditor to audit the financial statements of the Association
10. To develop plans to evaluate the performance of the Association and its senior management continuously
11. To develop platforms ensuring all stakeholders of the Association communicate effectively, and formulate a workflow to manage conflict or complaint efficiently

### **Length of Tenure:**

- Three years

### **Method of Formation:**

- Election in the General Meeting of the Association



## 董事局職權範圍

### 職責範圍：

1. 任命並授權委員會管理總會各項事務
2. 制定、定義、解釋和審查總會治理和行政管理重大議題的政策、指南和程序，並確保上述政策的執行符合相關部門規定的標準
3. 制定總會運作和發展的策略方向和年度計劃
4. 監督總會的日常運作，並執行總會章程或董事局制定的任何相關規定
5. 收取會費及其他收入，批准總會的支出，並監督總會的財務狀況
6. 委任代表與第三方溝通
7. 批准或不批准入會申請
8. 對行為可能引起總會爭議或違反總會章程或董事局制定的任何規定的會員或員工，施加並執行紀律處分
9. 依照總會章程的要求管理會員大會，包括聘請外部審計師審計總會的財務報表
10. 制定計劃，持續評估總會及其高階管理層的績效
11. 建立平台，確保總會所有利害關係人有效溝通，並制定工作流程，以有效處理衝突或投訴

### 任期：

- 三年

### 成立方式：

- 總會會員大會選舉