

## The Hong Kong Society for Rehabilitation

### Terms of Reference

#### Rehabilitation Committee

#### 1. PURPOSES

The Rehabilitation Committee (RC) is accountable to the Executive Committee (ExCo) of The Hong Kong Society for Rehabilitation (“the Society” which includes its group of companies where appropriate) to provide directives on rehabilitation and wellness services and businesses guided by the Society’s vision and mission.

#### 2. RESPONSIBILITIES

The main responsibilities of the RC are:

- 2.1 to advise ExCo on overall development of rehabilitation and wellness services and businesses;
- 2.2 to develop and formulate strategies in meeting the increasing demand;
- 2.3 to solicit support and resource allocation for the sustainable development of rehabilitation and wellness services and businesses;
- 2.4 to write off bad debt, if any;
- 2.5 to establish working groups/task forces as and when necessary to facilitate and enhance the RC in carrying out its functions in a more expedient and professional manner; and
- 2.6 to provide timely and accurate reports to the ExCo as and when required, and assist the ExCo in any other tasks as assigned.

#### 3. COMPOSITION

- 3.1 The RC shall consist of not less than three (3) but not more than twenty-five (25) members, whose appointments must be approved by the ExCo.
- 3.2 To enhance diversification of membership in achieving the purposes of the RC in a professional manner, the membership of RC shall include various professionals from different disciplines.
- 3.3 The Chairperson of the RC, who is normally a member of the ExCo, shall be appointed by the ExCo.
- 3.4 The RC may decide on the number of Vice-Chairpersons, who shall be elected from among the appointed members of the RC. The role of the Vice-Chairperson(s) would be to act on behalf of the Chairperson of the RC when necessary.
- 3.5 The RC can also have Co-opted Members, who will attend the meeting with no voting rights. Appointment of Co-opted Members shall be determined by the Committee Chairperson.
- 3.6 The tenure of office of a Committee Chairperson shall be two years counting from the conclusion of the first ExCo meeting of each new term, and the same individual

shall be eligible for re-appointment by the ExCo, for not more than five (5) terms. The tenure of office of a Vice-Chairperson shall be the same as that of the Committee Chairperson.

- 3.7 The tenure of office of a Committee Member shall be two years counting from the conclusion of the first ExCo meeting of each new term and the same individual shall be eligible for re-appointment by the ExCo. If a Committee Member joins the Committee during any time of the two-year term of the Committee, then the Member shall serve until the remaining term of the Committee, and shall be eligible for re-appointment by the ExCo.

#### **4. MEETINGS**

- 4.1 The RC shall hold meetings quarterly.
- 4.2 The quorum of all committee meetings shall be not less than one quarter of all the total number of members appointed to the committee, or three, whichever is the higher. Members' participation in meeting through audio or video conferencing will be accepted and shall be counted in the quorum.
- 4.3 Each Committee Member, except Co-opted Members, Observers and Ex-officio Members, is entitled to one vote at the meetings. In case of an equality of votes, the Committee Chairperson shall be entitled to a casting vote.
- 4.4 Senior executives of the Society will attend meetings as non-voting ex-officio members of the RC.
- 4.5 If in the opinion of the Chief Executive Officer that the presence of any individual executive or staff member would facilitate the conduct of a meeting, he/she may be invited to attend the meeting, with prior approval of the Committee Chairperson.
- 4.6 The RC meetings shall be held in accordance with the Society's 'Governing Rules and Regulations for Committees', which are established by the ExCo for committees/sub-committees/working groups/task forces and special project committees, to comply with in the conduct of meetings, but accepting variations as may be necessary as approved by the ExCo to accord with the particular requirements of the RC.

## 香港復康會

### 任命與權責章則

#### 復康委員會

#### 1. 目的

復康委員會("委員會")向香港復康會("復康會",如適用,包括其公司集團)的執行委員會負責;委員會對復康及適健服務和業務作出指導,使之按復康會的抱負及使命完成其責任。

#### 2. 職責

委員會的主要職責為:

- 2.1 就復康及適健服務和業務的整體發展向執行委員會提出意見;
- 2.2 訂定策略以配合增加的需求;
- 2.3 為復康及適健服務和業務的持續發展爭取支援和資源;
- 2.4 在有需要時註銷壞帳;
- 2.5 在有需要時成立工作小組/專責小組,使委員會履行職責時更迅速和更專業;
- 2.6 準時向執行委員會呈交精確的報告,並在有需要時協助執行委員會進行其他工作。

#### 3. 組成

- 3.1 委員會由不少於三人但不多於二十五人組成,委員的任命必須得到執行委員會的審批。
- 3.2 為確保委員會成員多元化以達到委員會的預期目的,成員應包括來自不同行業的專業人士。
- 3.3 委員會主席由執行委員會任命,通常由執行委員會委員出任。
- 3.4 委員會可決定副主席的人數,並從委員會委員中選出。副主席在有需要時代行主席的職務。
- 3.5 委員會亦可增選委員,惟其出席會議時並無任何表決權。委任增選委員須經委員會主席決定。

- 3.6 委員會主席的任期為期兩年，自每屆新任的執行委員會第一次會議結束時起計算，並且同一人有資格再獲執行委員會的委任，惟任期不得超過五屆。副主席與委員會主席之任期應相同。
- 3.7 委員會委員的任期為兩年，由新一屆執行委員會的首次會議結束時起計算。同一人可有資格再獲執行委員會的委任。若委員會委員在委員會兩年任期內任何時候加入委員會，該委員的任期則直至委員會餘下任期，並有資格再獲執行委員會的委任。

#### 4. 會議

- 4.1 每季召開會議。
- 4.2 所有委員會會議的法定人數不得少於全體委員會委員人數的四分之一或三人（以較高者為準）。會議允許委員以語音或視像參與，並視作法定人數計算。
- 4.3 各委員會委員（增選委員、觀察員及當然委員除外）均可投一票。如票數均等，委員會主席有權投決定票。
- 4.4 復康會高級管理人員為無投票權之當然成員。
- 4.5 在委員會主席同意下，復康會總裁可邀請個別員工列席會議，以促進會議進行。
- 4.6 委員會會議須按照復康會執行委員會制定的《委員會管治章則》進行，該章則適用於執行委員會轄下的各個委員會、分組委員會、工作小組、專責小組與特殊項目委員會。若章則的部份條文不適用於個別委員會，該委員會可向執行委員會尋求批准另作安排。