

Hong Kong Community Nurses Association
Administrative Sub-Committee
Terms of Reference

The Administrative Sub-Committee is a sub-committee of the Executive Committee, Hong Kong Community Nurses Association (HKCNA).

Membership

The Sub-Committee shall consist of 3 or more members of the Executive Committee. One among the 3 members shall be the Secretary of the Sub-committee.

Appointment of Sub-Committee

The Executive Committee shall at their first meeting following the Annual General Meeting (AGM) in election year, determine the members of the Sub-Committee until the next election.

Casual Vacancies

The Executive Committee from among their members shall fill casual vacancies occurring in membership of the Sub-Committee.

Frequency of Meetings

The Sub-Committee shall meet when necessary. The quorum at each meeting shall be 3 members.

Record of Meetings

The Sub-Committee shall ensure that a written record of each of their meetings is kept.

Member Attendance

The Convenor of the Administrative Sub-Committee shall normally be required to attend all meetings of the Sub-Committee. Other members of HKCNA may, at the Sub-Committee's request, attend meetings as required.

Functions of the Sub-Committee

- To maintain proper record of membership
- To keep proper books of account
- To keep proper records of correspondences, email and related documents

(Revised in April 2015)

**香港社康護士協會
行政小組委員會
職權範圍**

行政小組委員會是香港社康護士協會（HKCNA）執行委員會的其中一個小組委員會。

會籍

小組委員會應該由三位或以上執行委員會組成，而其中一員應包括會務秘書在內。

任命

執行委員會應在選舉年的週年大會（AGM）後舉行第一次會議，並確立各小組委員會的成員及其任命，直至下一屆選舉。

替補空缺

小組委員會若出現空缺時，可由現任執行委員中選出作替補。

會議次數

行政小組委員會會議可按需要而召開，而每次會議之法定人數最少為三名小組委員。

會議記錄

小組委員會應確保存放每次會議之書面記錄。

會員出席

行政小組召集人應參與其小組委員會之所有會議，而香港社康護士協會之會員則可就該小組委員會之要求而出席會議。

職能

確保妥善管理會員記錄

確保妥善管理所有關於協會之財政文件及賬簿

確保妥善管理所有關於協會之通訊文件，電郵記錄及相關文件

(於二零一五年四月修訂)