

**香港社康護士協會
編輯小組委員會
職權範圍**

編輯小組委員會是香港社康護士協會(HKCNA)執行委員會當中的一個小組委員會。

會藉

小組委員會應由四位或以上的執行委員會成員組成，而小組委員會的主席必須由一位香港社康護士協會執行委員會的副主席擔任。

任命

執行委員應在選舉年的週年大會(AGM)後的第一次會議中確認和任命小組委員會成員，直至下一屆選舉進行。

補替空缺

臨時空缺應由執行委員會中選出的成員所填補。

會議次數

小組委員會會議每年應最少舉行一次。每次會議的法定人數為 3 名成員。

會議記錄

小組委員會應確保會議內容以書面形式記錄及保存。

會員出席

編輯小組委員會的召集人理應出席其委員會的所有會議。而香港社康護士協會(HKCNA)的其他成員可因應小組委員會的要求參與會議。

職能

- 負責編輯和出版會訊以發表香港社康護士協會(HKCNA)相關事宜
- 負責管理並更新香港社康護士協會(HKCNA)網站
- 負責為執行委員會就有關會訊和網站的事宜提供意見

(2015 年 6 月更新)

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

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

Membership

The Sub-Committee shall consist of 4 or more members of the Executive Committee. One vice-chairman of Hong Kong Community Nurses Association Executive Committee shall be the Chair 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 not less than once in each year. 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 Editorial 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 edit and issue newsletter in order to disseminate matters of HKCNA
- To manage the website of HKCNA in order to keep the webpages up-to-date
- To make recommendations to the Executive Committee on matters related to the newsletter and website.

(Revised in April 2015)