

**The Hong Kong Council of Social Service**

Executive Committee and  
Standing Committees

# **TERMS OF REFERENCE**

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September 2023

## **Executive Committee**

### **Terms of Reference**

#### **Functions**

1. To exercise all corporate powers as authorized by Cap 1057 of the Laws of Hong Kong “the Hong Kong Council of Social Service Incorporation Ordinance”;
2. To interpret the aims, mission and visions of the Council;
3. To formulate development strategies and various policies of the Council;
4. To consider and confirm annual plans and budgets of Core Businesses;
5. To formulate financial policies, consider and confirm audited annual accounts of the Council;
6. To confirm and endorse, if necessary, the position on policy issues of all committees under the Council;
7. To approve and terminate the membership of Agency Members;
8. To appoint the Chairperson and members of the Independent Appeal Board on Membership;
9. To appoint and dismiss, if necessary, the Chief Executive of the Council;
10. To monitor the performance of Committees, and to present to members of the Council in the Annual General Meeting annual report and audited annual accounts.

#### **Composition, Chairperson and Term of Office**

1. Up to sixteen persons or not less than half of the total members of the Executive Committee shall be nominated and elected by Agency Members and Life Members;
2. The Chairperson of each Standing Committee or his/her nominee, shall be ex-officio member;
3. Up to nine co-opted members shall be appointed by the Executive Committee;
4. One representative from the Hong Kong Joint Council for People with Disabilities;
5. A Chairperson, Vice-chairperson(s) and an Honorary Treasurer shall be elected from among the members of the Executive Committee;
6. Elected and co-opted members shall hold office for two-year term;
7. No person shall be eligible for election to the Executive Committee for more than two consecutive terms;
8. Representatives from government departments and relevant organizations may be invited as observers;
9. The Chief Executive and the Business Directors shall be in attendance.

#### **Accountability, Report, Meetings and Standpoints**

1. The Executive Committee shall be directly accountable to the Annual General Meeting;
2. The Executive Committee shall submit annual report and audited annual accounts to the Annual General Meeting for endorsement;
3. The Executive Committee shall hold no less than six meetings each year, six members shall form a quorum;
4. The Chairperson of the Executive Committee and the Chief Executive shall be the spokespersons of the Council. In case of major and controversial issues, they shall consult other members of the Executive Committee or Agency Members.

## **Standing Committee on Social Development**

### **Terms of Reference**

#### **Functions**

1. To monitor the trends and challenges of social development in Hong Kong, and formulate directions and strategies for the Council's policy and service researches;
2. To set welfare and social development agenda in response to social needs and advocate service development as well as concerned policies and legislations;
3. To drive and participate in long term welfare planning and service development with recommendations on impactful service solutions and policy advocacy;
4. To engage the welfare sector, policy makers, stakeholders and the public for their understanding of social trends and challenges and adoption of the Council's viewpoints and recommendations;
5. To promote innovative service and evidence-based practice to enhance service quality and effectiveness with higher social impacts;
6. To engage the Council's Specialized Committees and Strategy Committees to identify welfare and social agenda and nurture joint efforts so as to drive the impacts to address the root causes of social problems;
7. To formulate strategies to facilitate knowledge exchanges with Mainland and international social sector;
8. To appoint Agenda Groups to follow through specific agenda and issues.

#### **Composition, Chairperson and Term of Office**

1. 16 members of the Standing Committee shall be nominated and elected by Agency Members and Life Members;
2. Chairpersons of the service Specialized Committees or their nominees shall be appointed as ex-officio members;
3. Up to 8 co-opted members shall be appointed by the Standing Committee;
4. A Chairperson and 1 or 2 Vice-chairpersons shall be elected from among the members of the Standing Committee;
5. The Chief Executive or delegated Business Director shall be in attendance;
6. Elected and co-opted members shall hold office for a 2-year term;
7. No person representing the same agency shall be eligible for election or co-option to the Committee for more than two consecutive terms;
8. Only 1 representative from the same Agency Member shall be nominated or co-opted to become member of the same Standing Committee for any same period of office. However, as the Chairpersons or their nominees of service Specialized Committees are ex-officio members, the organizations they belong to can still have another representative being nominated or co-opted to become member of the same Standing Committee for any same period of office;
9. The Committee may fill vacancies occurring in the committee for the remaining term of the posts left vacant.

### **Accountability, Report, Meetings and Spokesperson**

1. The Standing Committee should be accountable to, and submit annual work plan and annual report to the Executive Committee;
2. The Chairperson or a representative of the Standing Committee shall be appointed as an ex-officio member of Executive Committee;
3. A member of the Standing Committee shall be nominated to be committee member of every Strategy Committee, including Strategy Committee on Co-creation, Strategy Committee on Tech-enablement and Strategy Committee on Talent Development;
4. The Standing Committee shall hold no less than 4 meetings each year, one third of the members present will form a quorum;
5. The Standing Committee shall co-ordinate the work plans of 4 Specialized Committees to identify welfare and social development agenda for the advocacy of service development and concerned policies and legislations;
6. The Chairperson of the Standing Committee and the concerned Business Director or their delegates shall be the spokespersons of the Standing Committee on Social Agenda / Development. In case of major and controversial issues, they shall consult the Executive Committee. The Executive Committee shall have the power to confirm or override the concerned standpoints.

## **Standing Committee on Sector Development and Finance**

### **Terms of Reference**

#### **Functions**

1. To identify and promote agenda to drive an impact-oriented, collaborative, innovative and sustainable social service sector for the well-being of the Hong Kong community;
2. To advocate policies and response to issues related to the development of social service sector including but not limited to governmental subvention, funding systems, manpower planning, premises planning and development, application of information technology, as well as human resource and financing management;
3. To promote public and cross sectoral understanding of the impact of social service sector and image of the Council;
4. To promote sharing of best practice and knowledge management in social welfare sector;
5. To set strategies for the engagement and support of Agency Members and the promotion of membership development and collaboration.
6. To appoint Agenda Groups to follow through specific agenda and issues.

#### **Composition, Chairperson and Term of Office**

1. 16 members of the Standing Committee shall be nominated and elected by Agency Members and Life Members;
2. Up to 8 co-opted members shall be appointed by the Standing Committee;
3. A Chairperson and 1 or 2 Vice-chairpersons shall be elected from among the members of the Standing Committee;
4. The Chief Executive or delegated Business Director shall be in attendance;
5. Elected and co-opted members shall hold office for a 2-year term;
6. No person representing the same agency shall be eligible for election or co-option to the Committee for more than two consecutive terms;
7. Only 1 representative from the same Agency Member shall be nominated or co-opted to become member of the same Standing Committee for any same period of office;
8. The Committee may fill vacancies occurring in the committee for the remaining term of the posts left vacant.

#### **Accountability, Report, Meetings and Spokesperson**

1. The Standing Committee should be accountable to, and submit annual work plan and annual report to the Executive Committee;
2. The Chairperson or a representative of the Standing Committee shall be appointed as the ex-officio member of Executive Committee;
3. A member of the Standing Committee shall be nominated to be committee member of every Strategy Committee, including Strategy Committee on Co-creation, Strategy Committee on Tech-enablement and Strategy Committee on Talent Development;
4. The Standing Committee shall hold no less than 4 meetings each year, one third of the members present will form a quorum;
5. The Chairperson of the Standing Committee and the concerned Business Director or their delegates shall be the spokespersons of the Standing Committee on Sector Development and Finance. In case of major and controversial issues, they shall consult the Executive Committee. The Executive Committee shall have the power to confirm or override the concerned standpoints.