

The Hong Kong Council of Social Service

Executive Committee and  
Standing Committees

# **TERMS OF REFERENCE**

**September 2022**

## **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 Service Development**

### **Terms of Reference**

#### **Functions**

1. To set welfare agenda in response to social needs and advocate for improvement of concerned policies and services;
2. To identify service needs with the Sector and inform the Government, the public and other stakeholders;
3. To initiate and participate in welfare planning, service enhancement and financing to reflect and consolidate views of the Sector, supported by data and analysis on social needs and recommendations on service solutions;
4. To formulate directions and strategies to support & empower user groups to articulate their needs and to participate in enhancing policies and services to address their situations;
5. To promote pioneering and innovative service response together with the Sector to meet the needs, fill service gaps and scale up innovation to create higher social impact;
6. To formulate directions and strategies to promote evidence-based practice and best practice sharing to enhance service quality and effectiveness;
7. To enhance cross-service and multi-disciplinary collaboration in meeting community needs;
8. To foster networking and exchanges with international and regional counterparts for development of local welfare agenda, the application of related international conventions, experience sharing and practice advancement.

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

1. Ten members of the Standing Committee shall be nominated and elected by Agency Members and Life Members;
2. Chairpersons of the four service Specialized Committees or their nominees shall be ex-officio members;
3. Up to two co-opted members shall be appointed by the Standing Committee;
4. A Chairperson and one or two Vice-chairperson(s) shall be elected from among the members of the Standing Committee;
5. The Chief Executive and the concerned Business Director shall be in attendance;
6. Elected and co-opted members shall hold office for two-year term <sup>[Note 1]</sup>;
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. The Committee may fill vacancies occurring in the committee for the remaining term of the posts left vacant;
9. Only one 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, regarding the Chairpersons of the four Specialized Committees on services being 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.

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

1. The Standing Committee should be directly accountable to, and submit annual work plan to the Executive Committee;
2. The Standing Committee should submit annual report to the Executive Committee;
3. The Standing Committee shall co-ordinate the work plans of various service specialized committees, handle common service planning and development matters, and facilitate specialized committees in understanding and implementing overall development strategies and policies of the Council;
4. The Standing Committee shall hold no less than four 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 and their delegates shall be the spokespersons of the Standing Committee on Service 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.

*[Note 1]*

*In line with the Council's strategic development, issues undertaken by the existing four Standing Committees will be transferred to new Standing Committees after the AGM 2023. The existing four Standing Committees will be dissolved after the AGM 2023. During the transition period, members of the four Standing Committees elected for a two-year term in 2021 will retain their office until 2023. In 2022, election will still take place for the four Committees, and the term of office is only one year until AGM 2023.*

## **Standing Committee on Policy Research and Advocacy**

### **Terms of Reference**

#### **Functions**

1. To set social development agenda and advocate for just and fair social policies and legislations;
2. To formulate directions and strategies for, and co-ordinate the Council's policy and service researches;
3. To monitor and inform the welfare sector and the public of the trends and challenges of social development in Hong Kong;
4. To respond to and monitor the implementation of existing and newly proposed policies and legislations related to social welfare and social development;
5. To formulate directions and strategies to enhance policy makers' and the public's understanding and adoption of recommendations and viewpoints of the Council;
6. To bring in global social development agenda and benchmark international experience for developing local agenda and learning;
7. To promote and monitor the observance of international conventions related to welfare and social development;

#### **Scope**

Social policies concerning livelihood and social development, including:

- Social welfare policy;
- Health care policy & financing;
- Housing policy;
- Economic policy & public finance;
- Education policy.

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

1. Ten members of the Standing Committee shall be nominated and elected by Agency Members and Life Members;
2. Up to four co-opted members shall be appointed by the Standing Committee;
3. A Chairperson and one or two Vice-chairperson(s) shall be elected from among the members of the Standing Committee;
4. The Chief Executive and the concerned Business Director shall be in attendance;
5. Elected and co-opted members shall hold office for two-year term <sup>[Note 1]</sup>;
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. The Committee may fill vacancies occurring in the committee for the remaining term of the posts left vacant;
8. Only one 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.

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

1. The Standing Committee should be directly accountable to, and submit annual work plan to the Executive Committee;
2. The Standing Committee should submit annual report to the Executive Committee;
3. The Standing Committee shall co-ordinate the work plans of various specialized committees and submit them to the Executive Committee, and facilitate specialized committees in implementing overall development strategies and policies of the Council;
4. The Standing Committee shall hold no less than four 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 shall be the spokespersons of the Standing Committee on Policy Research and Advocacy. 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.

### *[Note 1]*

*In line with the Council's strategic development, issues undertaken by the existing four Standing Committees will be transferred to new Standing Committees after the AGM 2023. The existing four Standing Committees will be dissolved after the AGM 2023. During the transition period, members of the four Standing Committees elected for a two-year term in 2021 will retain their office until 2023. In 2022, election will still take place for the four Committees, and the term of office is only one year until AGM 2023.*

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

### **Terms of Reference**

#### **Functions**

1. To identify and promote agenda to build a sustainable, accountable, efficient and effective sector;
2. To enhance liaison, communication and co-operation among Agency Members;
3. To promote membership development, review membership criteria and update membership status;
4. To monitor policies and practices related to the subvention/funding systems of the Government and other major funders;
5. To identify organizational/capacity building needs of Agency Members, provide support and services and promote joint problem solving;
6. To support, enhance and develop the Sector's capacity in effective and efficient organizational management and service delivery;
7. To support and facilitate the use of information and communication technology by the Sector in organizational management and service delivery;
8. To build platforms and facilitate the Sector's development through exchanges and collaboration with the Mainland and international social sector.

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

1. Ten members of the Standing Committee shall be nominated and elected by Agency Members and Life Members;
2. The Chairperson of the Specialized Committee on Sector Finance or his/her nominee shall be ex-officio member;
3. Up to five co-opted members shall be appointed by the Standing Committee;
4. A Chairperson and one or two Vice-chairperson(s) shall be elected from among the members of the Standing Committee;
5. The Chief Executive and the concerned Business Director shall be in attendance;
6. Elected and co-opted members shall hold office for two-year term <sup>[Note 1]</sup>;
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. The Committee may fill vacancies occurring in the committee for the remaining term of the posts left vacant;
9. Only one 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, regarding the Chairperson of the Specialized Committee on Sector Finance being ex-officio members; the organizations he/she belongs 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.

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

1. The Standing Committee should be directly accountable to, and submit annual work plan to the Executive Committee;
2. The Standing Committee should submit annual report to the Executive Committee;
3. The Standing Committee shall hold no less than four meetings each year, one third of the members present will form a quorum;
4. The Chairperson of the Standing Committee and the concerned Business Director shall be the spokespersons of the Standing Committee on Sector and Capacity 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.

*[Note 1]*

*In line with the Council's strategic development, issues undertaken by the existing four Standing Committees will be transferred to new Standing Committees after the AGM 2023. The existing four Standing Committees will be dissolved after the AGM 2023. During the transition period, members of the four Standing Committees elected for a two-year term in 2021 will retain their office until 2023. In 2022, election will still take place for the four Committees, and the term of office is only one year until AGM 2023.*



## **Standing Committee on Public Engagement and Partnership**

### **Terms of Reference**

#### **Functions**

1. To formulate directions and strategies to promote partnership of the Council and the Sector with other professional & third sector organizations, and the government in enhancing social welfare development;
2. To provide platform for the public, including business, professional and philanthropic sectors, to give inputs in the social agenda setting process;
3. To nurture buy-in and supports from business, professional and philanthropic sectors to the social agenda and services;
4. To formulate directions and strategies to build a caring and sustainable society through advancing corporate social responsibility practices and philanthropy;
5. To promote public understanding of social welfare services and image of the Council and the Sector to strengthen public support;
6. To enhance Non-Government Organizations (NGOs) accountability and transparency to strengthen public trust;
7. To enhance public education and engagement towards building a caring and inclusive society.

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

1. Ten members of the Standing Committee shall be nominated and elected by Agency Members and Life Members;
2. Up to six co-opted members shall be appointed by the Standing Committee;
3. A Chairperson and one or two Vice-chairperson(s) shall be elected from among the members of the Standing Committee;
4. The Chief Executive and the concerned Business Director shall be in attendance;
5. Elected and co-opted members shall hold office for two-year term <sup>[Note 1]</sup>;
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. The Committee may fill casual vacancies occurring in the committee for the remaining term of the posts left vacant;
8. Only one 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.

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

1. The Standing Committee should be directly accountable to, and submit annual work plan to the Executive Committee;
2. The Standing Committee should submit annual report to the Executive Committee;
3. The Standing Committee shall hold no less than four meetings each year, one third of the members present will form a quorum;
4. The Chairperson of the Standing Committee and the concerned Business Director shall be the spokespersons of the Standing Committee on Public Engagement and Partnership. 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.

*[Note 1]*

*In line with the Council's strategic development, issues undertaken by the existing four Standing Committees will be transferred to new Standing Committees after the AGM 2023. The existing four Standing Committees will be dissolved after the AGM 2023. During the transition period, members of the four Standing Committees elected for a two-year term in 2021 will retain their office until 2023. In 2022, election will still take place for the four Committees, and the term of office is only one year until AGM 2023.*