

THE UNIVERSITY OF HONG KONG PUBLIC HEALTH ALUMNI SOCIETY

The Executive Committees

Terms of Reference

The University of Hong Kong Public Health Alumni Society (the Society) consists of six executive committees that plan, organize and conduct activities, programmes or events for the benefits of all alumni and students of the School of Public Health.

1. The six executive committees and their respective responsibilities are:
 - 1.1. **Social Activities Committee**
To gather the members of the Society and build a strong network, be responsible to organize and manage all events to be held by the Society. Members will be involved in the logistics, the planning and the conducting of the events.
 - 1.2. **Membership Committee**
To maintain and review of tiers annual adjustment, the recruitment and retention of Alumni Society members by extending invitations, reviewing and updating benefits of membership, and advising on recruitment materials.
 - 1.3. **Public Relations Committee (IT/Publications)**
To be responsible for branding of the Alumni Society, publish recruitment materials, design souvenirs and maintain local, mainland and international outreach.
 - 1.4. **Student Welfare Committee**
To develop the Mentorship Program and workshop relating to student welfare.
 - 1.5. **Liaison & Outreach Committee**
To develop the public health outreach and explore the practicum opportunities for students.
 - 1.6. **Donation & Scholarship Committee**
To coordinate the receipt of donation and award of scholarships.
2. Formation and Composition of Executive Committees
 - 2.1. Each Executive Committee shall comprise:
 - 2.1.1. A Chair, as appointed by the Society;
 - 2.1.2. A Co-chair (as needed), as appointed by the Society;
 - 2.1.3. Such other Executive Committee Members as are appointed by the Chair and ratified by the Society.
 - 2.2. Members of all Executive Committees shall hold office for two-year term or unless otherwise instructed by the Society.
 - 2.3. All Executive Committees shall report to the Society.
3. Meeting of Executive Committees
 - 3.1. Each Executive Committee will meet as the respective Chair may require.
 - 3.2. Meeting agenda and papers shall be circulated among the Executive Committee members at least one week prior to the meeting.
 - 3.3. The quorum for any meeting of any Executive Committee shall be two-thirds of its membership.
 - 3.4. Any member may participate in any meeting of the respective Executive Committee from a separate location by means of video conferencing or other communication equipment that allows communication with other participants of the meeting. The member shall be counted in the quorum and be entitled to vote in the meeting.
 - 3.5. Minutes/notes of the Executive Committee meetings shall be kept.

The effective date of this Terms of Reference is 23 March, 2018.