

服務質素標準四

社會工作服務部 職員及決策組織的職務及責任界定政策

1. 目的

1.1 本政策的制定是確保服務單位所有職員、管理人員、理事會／或管理局或其他決策組織的職務及責任均有清楚的界定。

2. 內容

2.1 服務單位備有所有職位的職責說明及職務陳述，訂明每個職位的職務、責任和問責關係。

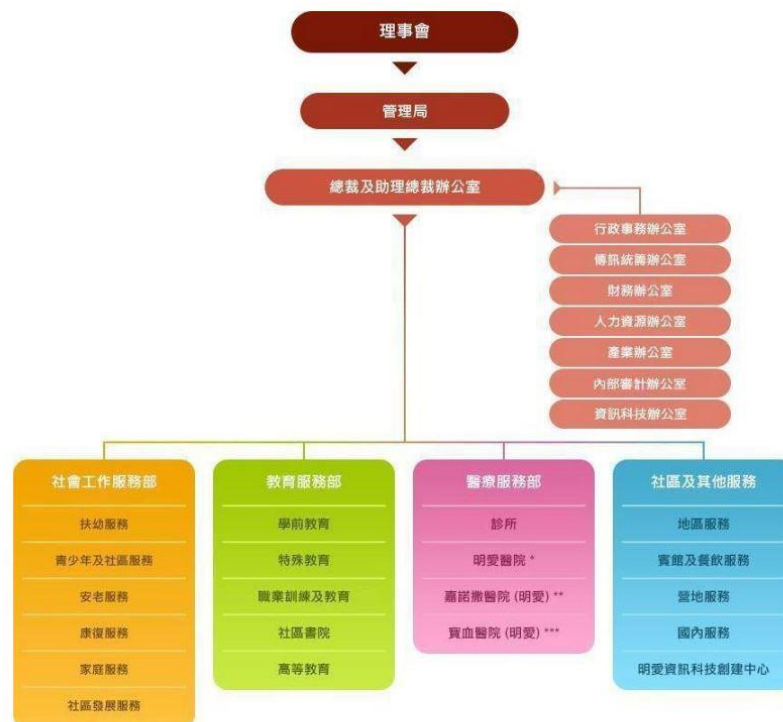
2.2 職責說明及職務陳述均屬可供所有職員、服務使用者及其他關注人士閱覽的資料。

2.3 理事會和管理局等決策組織的職務、責任及成員資格／名單，已清楚列明，並上載在網頁。

2.4 單位備有組織架構圖，臚列整體組織架構及問責關係。

3. 相關文件

3.1 組織架構圖



* 由醫院管理局管理

** 嘉諾撒仁愛女修會委託明愛管理

*** 耶穌寶血女修會委託明愛管理

3.2 理事會及管理局的職責說明（取自香港明愛機構章則 1993）

最高管轄權

I. 主教會同理事會之最高管轄權

- (a) 本機構在主教會同理事會之最高指示與管轄下運作。
- (b) 主教有權委任一位神職人士為理事會主席，在本機構內作其代表。
- (c) 理事會主席具有主教所賦予之一切權力。
- (d) 理事會主席乃機構之首長，並須領導理事會按照機構章則制訂政策。

理事會

II. 功能與權力

本機構內須設一理事會。該理事會依照第 1 段之規定具有全權 ——

- (a) 監督、管理與實施本機構之宗旨與目標；
- (b) 管轄、調節、與管理本機構所有物業及事務；
- (c) 決定與監督一切與本機構及其事務之管理及行政有關之事宜；
- (d) 監督及管理本機構轄下之團體及本機構所提供之服務；
- (e) 委任負責本機構運作及行政事務之行政總裁，並釐訂其作為機構行政總裁之職責與服務條件；
- (f) 委任一位或以上副行政總裁，並釐訂其服務條件；
- (g) 在其認為執行具效率之功能所必須者時，按照其認為適當之條件，聘用及終止聘用行政、專業與其他職員；
- (h) 接受行政總裁有關本機構事務之報告，尤為年報與週年帳目；
- (i) 制訂一切必須之規則，以管轄、調節與管理本機構及其事務，並於需要時加以修訂，更改、撤銷或暫停任何已制訂之規則，並制訂或發出新規則。

III. 結構

理事會成員不得少過十二人，亦不得多過二十人，並須由下列人士組成 ——

- (a) 主教，
- (b) 最少一位由主教提名之副主教，
- (c) 三位由主教提名之神職人員，
- (d) 一位由天主教會香港男修會會長聯會提名之該會代表，
- (e) 一位由天主教會香港女修會會長聯會提名之該會代表，
- (f) 理事會主席，
- (g) 本機構之行政總裁，及
- (h) 主教酌情委任之任何其他成員。

IV. 成員之任期

- (a) 由主教根據上述第 3(h)段委任之理事會成員，任期不得超過兩年半。
- (b) 理事會成員有再被委任之資格。

- (c) 由主教根據上述 3(h)段委任之成員，在以下情況須停任 —
- (i) 成員之任期屆滿；
 - (ii) 成員以書面通知主教辭職，在此情況下，若通知書內並無指定較後日期，則辭職將即時生效；
 - (iii) 主教以書面通知成員取銷其任命，在此情況下，若通知書內並無指定較後日期，將立即停止為成員。

V. 會議之舉行

- (a) 會議須由理事會主席或由理事會主席從理事會成員中委出之副主席主持。
- (b) 在理事會主席及副主席缺席之情況下，理事會各成員須互選一人為該次會議之署理主席。
- (c) 機構之行政總裁須充當理事會之秘書，並須委任機構內一名職員為會議過程之記錄員。

VI. 程序

- (a) 理事會須在主教認為適當時即召開會議，次數不限，但在四月至九月期間，最少開會一次；此外在十月至三月期間，最少開會一次。
- (b) 理事會須保存或命人保存一切會議之記錄及一切行動之記錄。
- (c) 除緊急會議外，所有開會通知及議程表須在開會前最少七天送達各成員。
- (d) 處理事務所需之法定人數須為理事會成員人數之三份之一；若三份之一人數包含分數，則為最接近之較大整數。
- (e) 理事會任何會議之各項決定，如獲出席者之大多數票，即為作出之決定；惟本段受以第 6(f)段限制。如票數相等，則會議主席須投決定性之一票。除經會議另訂者外，表決採用舉手方式。
- (f) 雖則上文已有訂明，惟主教仍可在會議中，酌情對所討論之任何事項，作出其個人之決定，而其決定將對理事會構成約束力，並且如理事會之決定具同樣效力，縱使該決定並不符合大部份成員之意見。
- (g) 倘若主教未有出席理事會之會議，可以在其認為適當之情況下，暫時終止該會議作出之任何決定，直至有關事項，在其出席之會議中，獲重新考慮為止。

VII. 委任管理局之權力

理事會有權將其任何權力及功能委派予管理局。

VIII. 制定管理局規章之權力

理事會得為管理局及其事務之管轄、調節與管理，制訂一切必須之規章，尤其為以下所有或任何事項制訂規章 —

- (a) 理事會委託予管理局之權力與功能之行使；
- (b) 處理管理局事務所需之法定人數，及在會議中處理事務之方法；與
- (c) 管理局向理事會提交之報告之頻率及類別；並於需要時加以修訂、更改、撤銷或暫停任何已制訂之規章及制訂或發出新規章。

管理局

IX. 權力與責任

本機構須設一管理局，其權力來自理事會。管理局須向理事會負責，並須透過其主席向理事會作報告。

X. 功能

管理局須指導及監督理事會之決定與指示之執行與實施，並須確保本機構之運作，符合機構之宗旨與目標。

XI. 權力之運用

管理局在運用理事會所委託之權力時，須遵照理事會為運用該種權力而制訂之規章。

XII. 結構

管理局成員不得少過七人，亦不得多過十二人，並須由下列人士組成——

- (a) 主教
- (b) 理事會主席
- (c) 機構之行政總裁，及
- (d) 理事會主席酌情委任之理事會內之任何其他成員。

XIII. 成員之任期

- (a) 管理局之成員，除主教、理事會主席及機構之行政總裁外，任期不得超過兩年半。
- (b) 管理局成員有再被委任之資格。
- (c) 除主教，理事會主席及機構之行政總裁外，任何成員在下列情況下須停任——
 - (i) 成員之任期屆滿；
 - (ii) 成員以書面通知理事會主席辭職，在此情況下，若通知書內並無指定較後日期，則辭職將即時生效；
 - (iii) 理事會主席書面通知成員取銷其任命，在此情況下，若通知書內並無指定較後之日期，將立即停止為成員。

XIV. 主席

- (a) 理事會主席可委派理事會內之任何成員主持會議。
- (b) 在理事會主席及委任主席缺席之情況之下，管理局成員須互選一位署理主席主持該次會議。
- (c) 機構之行政總裁須委派機構內一職員為管理局之秘書，亦可以委派同一人或另一職員為會議過程之記錄員。

XV. 程序

- (a) 管理局得在其認為合適時，召開會議，但每年開會不得少過六次。
- (b) 管理局須保存或命人保存一切會議之記錄及一切行動之記錄。
- (c) 除緊急會議外，所有開會通知及議程表須在開會前最少七天送達各成員。
- (d) 處理管理局事務所需之法定人數，須由理事會決定。
- (e) 管理局任何會議之各項決定，如獲出席者之大多數票，即為作出之決定，惟本段受以下第 15(f)段限制。如票數相等，則會議主席須投決定票性之一票。除經會議另訂者外，表決採用舉手方式。
- (f) 雖則上文已有訂明，惟主教仍可在會議中，酌情對所討論之任何事項作出其個人之決定，而其決定將對管理局構成約束力，並且如管理局之決定具同樣效力，縱然該決定並不符合大多數成員之意見。
- (g) 倘若主教未有出席管理局會議，可以在其認為適當之情況下，暫時終止該會議作出之任何決定，直至有關事項，在其出席之會議中，獲重新考慮為止。

XVI. 透過行政總裁執行任務

管理局須透過行政總裁執行任務，而行政總裁於被要求時須向管理局提交經常及特別報告。

XVII. 委任各委員會之權力

- (a) 管理局得按理事會所制訂之任何規章，組織其認為適當之委員會，並可將其認為適當之功能與權力委託予任何此等委員會。
- (b) 在上述情況下組成之任何委員會，須符合管理局為其制訂之任何規則。
- (c) 委員會之主席及其他成員，須由理事會主席按照理事會於需要時所發出之指引委任。

修訂日期：二零二三年五月十八日

發佈：經各服務的總辦事處傳閱

檢討：根據服務質素標準二，政策會於有需要時或每三年由社會工作服務部長或委派代表檢討。

SERVICE QUALITY STANDARD 4

SOCIAL WORK SERVICES DIVISION

POLICY ON ROLES AND RESPONSIBILITIES OF STAFF AND DECISION-MAKING BODIES

1. Objective

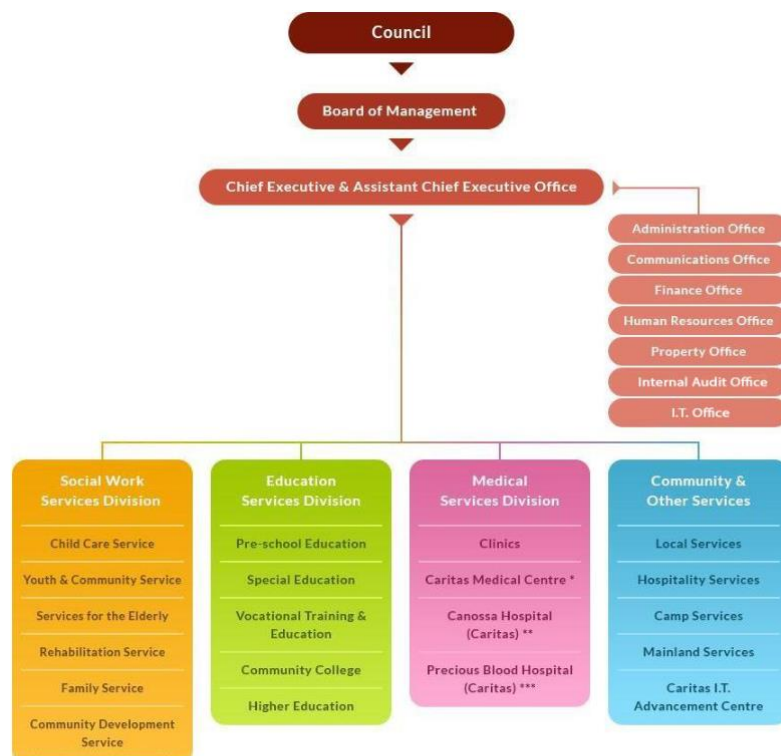
1.1 This policy aims to ensure the roles and responsibilities of all staff of service units, managers, the Council and/or the Board of Management or other decision-making bodies should be clearly defined.

2. Content

- 2.1 Job description and duty statements which define roles, responsibilities and accountabilities in respect of all positions within the service unit are available.
- 2.2 Job description and duty statements form part of the information accessible to all staff, service users and other interested parties.
- 2.3 The roles, responsibilities and membership of the Council and the Board of Management or other decision making bodies are clearly defined and uploaded to the website.
- 2.4 The service unit has an organisation chart which depicts its overall structure and accountability relationships.

3. Relevant Document

3.1 Organization Chart



* Under administration of Hospital Authority

** The Agency administers for Daughters of Charity of the Canossian Institute

*** The Agency administers for the Congregation of the Sisters of the Precious Blood

3.2 Job description of the Council and the Board of Management
(Extracted from Constitution of Caritas – Hong Kong 1993)

Supreme Control

I. Supreme Control by Bishop in Council

- (a) The Organisation shall be under the supreme direction and control of the Bishop in Council.
- (b) The Bishop shall have the authority to appoint the Chairman of the Council, who must be an ecclesiastic, and who shall represent the Bishop in the Organisation.
- (c) The Chairman of the Council shall have such powers and authority as are vested in him by the Bishop.
- (d) The Chairman of the Council shall be the Head of the Organisation, and shall lead the Council in setting policy in accordance with the Constitution.

Council

II. Functions and Powers

There shall be a Council which shall, subject to paragraph 1, have full power and authority –

- (a) to supervise, manage and implement the purposes, aims and objects of the Organisation;
- (b) to control, regulate and manage all the property and affairs of the Organisation;
- (c) to decide and supervise all matters whatsoever connected with the management and administration of the Organisation and its affairs;
- (d) to supervise and manage all institutions under the control of the Organisation and all the services provided by it;
- (e) to appoint the Chief Executive of the Organisation responsible for operational and administrative responsibilities, and to determine his duties as chief executive of the Organisation and the terms and conditions of his service;
- (f) to appoint one or more Deputy Chief Executives of the Organisation and to determine their duties and the terms and conditions of their service;
- (g) to appoint, upon such conditions as it thinks fit, and to terminate the appointments of, such administrative, professional and other officers and staff as it deems necessary for the efficient discharge of its functions;
- (h) to receive the reports of the Chief Executive on the affairs of the Organisation, and in particular the Annual Reports and Accounts;
- (i) to make all necessary rules for the control, regulation and management, of the Organisation and its affairs, and from time to time to amend, vary, rescind or suspend any rules made and make or issue new rules.

III. Composition

The Council shall consist of not less than twelve but not more than twenty members and shall be composed of –

- (a) the Bishop,
- (b) at least one Vicar General of the Bishop as nominated by him,
- (c) three ecclesiastics to be nominated by the Bishop,
- (d) one representative from the Association of Major Religious Superiors of

- (e) Men in Hong Kong as nominated by it,
- (f) one representative from the Association of Major Superiors of Religious Women in Hong Kong as nominated by it,
- (g) the Chairman of the Council,
- (h) the Chief Executive of the Organisation, and
- (i) such other members as the Bishop may in his discretion from time to time appoint.

IV. Duration of Members' Appointments

- (a) Members of the Council appointed by the Bishop under paragraph 3(h) above shall be appointed for a period not exceeding two and a half years.
- (b) Members of the Council shall be eligible for re-appointment.
- (c) A member appointed by the Bishop under paragraph 3(h) above shall cease to hold office -
 - (i) upon the expiry of the period for which he was appointed;
 - (ii) if by notice in writing addressed to the Bishop he resigns his appointment, in which event the resignation will, unless some later date is specified in the notice, take effect immediately;
 - (iii) if by notice in writing addressed to him the Bishop revokes his appointment, in which event he shall, unless some later date is specified in the notice, cease forthwith to be a member.

V. Conduct of Meetings

- (a) The meetings shall be chaired by the Chairman of the Council or by a Deputy Chairman appointed by the Chairman of the Council from amongst the members of the Council.
- (b) In the absence of the Chairman of the Council and a Deputy Chairman, the Council shall elect from amongst themselves an Acting Chairman for the duration of the meeting.
- (c) The Chief Executive of the Organisation shall act as Secretary of the Council, and shall appoint a member of the staff of the Organisation to act as recorder of proceedings of meetings.

VI. Proceedings

- (a) The Council shall meet, as often as the Proceedings Bishop thinks fit, but shall not meet less than once in every April to September period and not less than once in every October to March period.
- (b) The Council shall keep or cause to be kept minutes of all its meetings and records of all its actions.
- (c) Notice of meetings and the agenda shall be sent to members at least seven days prior to the meetings, except for emergency meetings.
- (d) The quorum necessary for the transaction of business shall be one third of the number of members of the Council, or, if one third includes a fraction, the nearest higher whole number.
- (e) Subject to paragraph 6(f) below, decisions at any meeting of the Council shall be arrived at by a majority of the votes of the members present. In the event of an equality of votes the chairman of the meeting shall have a second or casting vote. Voting shall be by show of hands unless the meeting decides otherwise.
- (f) Notwithstanding the foregoing, the Bishop may at his

discretion personally decide any matter under discussion at a meeting of the Council at which he is present, and his decision shall be binding on the Council and take effect if it were the decision of the Council notwithstanding that it may not be in accordance with the opinions of the majority of the members.

- (g) If the Bishop is not present at a meeting of the Council he may, in any case where he sees fit to do so, suspend any decision reached at that meeting until the matter has been reconsidered at a meeting at which he is present.

VII. Power to Delegate to Board of Management

The Council may delegate any of its powers and functions to the Board of Management.

VIII. Power to Make Rules for Board of Management

The Council may make all necessary rules for the control, regulation and management of the Board of Management and its affairs, and in particular make rules for all or any of the following matters –

- (a) the exercise of the powers and functions delegated by the Council to the Board of Management;
- (b) the quorum necessary for the transaction of the business of the Board of Management and the conduct of the business at its meetings; and
- (c) the frequency and kind of reports which the Board of Management shall furnish to the Council;

and may from time to time amend, vary, rescind or suspend any rules made and make or issue new rules.

Board of Management

IX. Authority and Responsibility

There shall be a Board of Management which shall derive its power and authority from the Council, and shall be responsible to, and report through its Chairman, to the Council.

X. Functions

The Board of Management shall give instructions for and supervise the execution and implementation of the decisions and directions of the Council, and shall ensure that the operations of the Organisation are in accordance with the purposes, aims and objects of the Organisation.

XI. Exercise of Powers

The Board of Management shall in the exercise of the powers delegated to it by the Council conform to the rules made by the Council with respect to the exercise thereof.

XII. Composition

The Board of Management shall consist of not less than seven and not more than twelve persons and shall be composed of –

- (a) the Bishop,
- (b) the Chairman of the Council,
- (c) the Chief Executive of the Organisation, and
- (d) such other members of the Council as the Chairman of the Council may in his discretion from time to time appoint.

XIII. Duration of Members' Appointments

- (a) Member of the Board of Management with the exception of the Bishop, the Chairman of the Council, and the Chief Executive of the Organisation shall be appointed for a period not exceeding two and a half years.
- (b) Members of the Board of Management shall be eligible for re-appointment.
- (c) A member other than the Bishop, the Chairman of the Council, and the Chief Executive of the Organisation shall cease to hold office –
 - (i) Upon the expiry of the period for which he was appointed;
 - (ii) If by notice in writing addressed to the Chairman of the Council he resigns his appointment, in which event the resignation will, unless some later date is specified in the notice, take effect immediately;
 - (iii) If by notice in writing addressed to him the Chairman of the Council revokes his appointment, in which event he shall, unless some later date is specified in the notice, cease forthwith to be a member.

XIV. Chairman

- (a) The Chairman of the Council may appoint any member of the Council to chair the meetings.
- (b) In the absence of the Chairman of the Council and an appointed Chairman, the Board of Management shall elect from amongst themselves an Acting Chairman for the duration of the meeting.
- (c) The Chief Executive of the Organisation shall appoint a member of the staff of the Organisation to act as Secretary of the Board of Management, and may appoint the same person or another member of the staff to act as recorder of proceedings of meetings.

XV. Proceedings

- (a) The Board of Management shall meet as often as it thinks fit but shall not meet less than six times a year.
- (b) The Board of Management shall keep or cause to be kept, minutes of all its meetings and records of all its actions.
- (c) Notice of meetings and the agenda shall be sent to members at least seven days prior to the meeting, except for emergency meetings
- (d) The quorum necessary for the transaction of the business of the Board of Management shall be decided by the Council.
- (e) Subject to paragraph 15(f) below, decisions, at any meeting of the Board of Management shall be arrived at by a majority of the votes of the members present. In the event of an equality of votes the chairman of the meeting shall have a second or casting vote. Voting shall be by show of hands unless the meeting decides otherwise.
- (f) Notwithstanding the foregoing, the Bishop may at his discretion personally decide any matter under discussion at a meeting of the Board of Management at which he is present, and his decision shall be binding on the Board of Management and take effect as if it were the decision of the Board of Management notwithstanding that it may not be in accordance

-
- with the opinions of the majority of the members.
- (g) If the Bishop is not present at a meeting of the Board of Management he may, in any case where he sees fit to do so, suspend any decision reached at that meeting until the matter has been reconsidered at a meeting at which he is present.

XVI. Execution of Duties through Chief Executive

The Board of Management shall in the execution of its duties act through the Chief Executive, who shall furnish the Board with regular and special reports as and when required.

XVII. Power to Delegate to Committees

- (a) Subject to any rules made by the Council the Board of Management may form such committees as it may think fit, and may delegate to any such committee such functions and powers as it deems fit.
- (b) Any committee so formed shall conform to any regulations that may be imposed on it by the Board of Management.
- (c) The chairman and other members of a committee shall be appointed by the Chairman of the Council in accordance with guidelines issued from time to time by the Council.

DATE OF AMENDMENT: 18 May 2023

DISTRIBUTION: Circulate to all services via Service Head Office

REVIEW: The policy will be reviewed on need basis or every 3 years by the Director of Social Work Services or delegates as stated in SQS 2.

行政總裁的職責說明

A 問責方式

機構行政總裁須就憲法規定的職能及其他特別職責向香港明愛理事會負責。

B 特別職責

根據一九九二年七月管理局收到的理事會指引，行政總裁有下列職能：

- (1) 機構事務
行政總裁須直接負責明愛所有事務。
- (2) 理事會及管理局指引
行政總裁須執行理事會及管理局訂立的指引。
- (3) 附屬委員會提議
行政總裁須把沒有管理局議席的附屬委員會所提供的意見轉交管理局。
- (4) 服務質素檢討
行政總裁須定時檢討所有正在推行的服務及有關項目，並負責草擬各部門的政策和指引。
- (5) 機構員工
行政總裁須盡力改善員工服務條件，處理員工之間關係及溝通問題。
- (6) 架構組織
行政總裁在適當時機及進行必要的諮詢後，可向管理局提交明愛總部所需的資深員工名單，以協助處理整個機構及明愛總部的繁重工作，也可以就調整現時各部門及不同服務的運作方式，向管理局提供意見。
- (7) 財政及會計
行政總裁及其資深職員須仔細考慮諮詢文件中附錄 IV 及 V 的建議，並將提議呈交有關委員會，以供理事會審議。
- (8) 明愛未來的展望
行政總裁須遵守一九九二年七月理事會指引附錄的規定。

此外，行政總裁還須處理下列財政事項：

- (9) 採取適當行動，確保有足夠資源來設立社會需要的新服務。
- (10) 撥款開展符合機構宗旨及目標的必須項目。籌集資金方式包括舉辦籌款活動、厲行節約、減少浪費及減縮非必要開支。

總而言之，行政總裁的職責可歸納如下：

- (1) 運作方面－行政總裁在實踐明愛目標及宗旨的前提下，負責提供各種服務。
- (2) 行政方面－行政總裁首先要確保所提供的服務成效佳、效率高；其次要保證有足夠資源，並要善用資源。

檢討及更新日期：2023 年 5 月 18 日

社會工作委員會：職權範圍

(已於一九九九年九月二十日獲管理局簽署批准)

A 問責方式

1. 社會工作委員會是香港明愛管理局屬下一個常設的諮詢及非執行委員會。透過機構行政總裁，社會工作委員會須就其職能向管理局負責，並須遵守管理局訂立的規則。
2. 委員會在履行職務時，必須尊重香港明愛的宗旨及目標，憲法及管理局文件均有詳細說明。

B 職能

1. 就香港明愛社會工作、社會福利兩方面的政策及有關項目，特別是資助服務，提供意見。
2. 接收項目進展報告書，檢討項目實施情況，確保以現有的資源維持最高的服務水平。
3. 根據社會工作服務部長定期遞交的服務進度報告資料，就社會工作服務部的工作及財政預算等事項提供意見，並檢討社會工作服務的整體表現，確保所提供的服務符合理事會及管理局的指引。
4. 促進明愛、教區及有關的外界團體互相合作，加強彼此的溝通及聯繫。
5. 與行政總裁共同履行上述委員會職務。

C 成員

1. 社會工作委員會主席及其成員由理事會主席委任，任期不得超過兩年半。
2. 社會工作委員會主席及其成員可再次獲委任。
3. 委員會成員人數不得少於七名，亦不得多於十一名。
4. 香港明愛行政總裁及社會工作服務部長須擔任委員會的當然成員。
5. 明愛職員不得擔任委員會主席。
6. 香港明愛社會工作服務部長須擔任委員會秘書。

D 委員會會議及其法定人數

1. 委員會每年至少要召開三次會議。如有需要，須召開臨時特別會議。
2. 會議法定人數為其成員人數一半。如一半的成員人數是分數，則以最接近的較大整數為準。如在原定開會時間首個半小時內，出席的成員仍然少於法定人數，會議將會押後，時間及地點由主席決定。
3. 委員會須備存所有由主席簽署的會議記錄。
4. 委員會有權邀請外界人士出席委員會會議，提供專業意見。

檢討及更新日期：2023 年 5 月 18 日

Social Work Committee: Terms of Reference

(Endorsed by the Board of Management on 24 November 1999)

A. Accountability

1. The Social Work Committee is a standing advisory and non-executive committee of the Board of Management of Caritas-Hong Kong, to which it will report through the office of the Chief Executive on all its functions and responsibilities. The Social Work Committee shall conform to any regulations that may be set by the Board of Management.
2. In performing its tasks, the Committee shall give due regard to the general purposes, aims and objectives of Caritas-Hong Kong, as specified in the Constitution and by the Board of Management from time to time.

B. Functions

1. To propose the overall social work and social welfare related policies and programmes of Caritas – Hong Kong, with particular emphasis on the subverted services.
2. To receive reports on and to review the implementation of these programmes, ensuring the highest possible standards are being maintained commensurate with the resources made available.
3. To advise on the work, budget preparation and budget matters of the Social Work Services Division by receiving regularly progress reports from the Director of Social Work Services, to review the performance of the Social Work Services, and to ensure that they operate within the guidelines established by the Council and the Board of Management.
4. To promote joint planning, consultation and coordination between Caritas and the Diocese as well as the outside bodies concerned with these services.
5. To carry out the above functions of the Committee in conjunction with the Chief Executive.

C. Membership

1. The Chairman and Members of the Social Work Committee will be appointed by the Chairman of the Council for a period not exceeding two and a half years.
2. The Chairman and Members of Social Work Committee shall be eligible for re-appointment.
3. The Committee shall consist of not less than 7 but not more than 11 Members.
4. The Chief Executive and the Director of Social Work Services of Caritas-Hong Kong shall be *Ex officio* Members of the Committee.
5. The Chairman of the Committee shall not be a member of the staff of Caritas.
6. The Director of Social Work Services of Caritas-Hong Kong shall be the Secretary of the Committee.

D. Meetings of Committee and Quorum for Meetings

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1. The Committee shall meet no less than three times a year. Special meetings shall be held on an *ad hoc* basis as necessary.
 2. The Quorum for meetings shall be half the number of Members or, if one half includes a fraction, the nearest higher whole number. If a Quorum is not present within half an hour of the time appointed for the meeting, it will be adjourned to such time and place to be determined by the Chairman.
 3. The Committee shall keep or cause to be kept, minutes of all its meetings which shall be signed by the Chairman.
 4. The Committee shall have power to invite non-members to attend meeting of the Committee for the purpose of giving specialist advice.

管理局、理事會、社會工作委員會成員名單修訂程序

香港明愛理事會、管理局及社會工作委員會之章則、職責及名單會由香港明愛總部定期檢討修訂，通傳至地區單位作出更新。一般情況下此項工作會一年進行一次。

檢討及更新日期：2023 年 5 月 18 日

管理管、理事會、社會工作委員會成員名單

編號	成員名單名稱
SQS4.1e/1	理事會名單 (請參閱香港明愛網址 https://www.caritas.org.hk/zh/about/committee/1)
SQS4.1e/2	管理委員會名單 (請參閱香港明愛網址 https://www.caritas.org.hk/zh/about/committee/2)
SQS4.1e/3	社會工作委員會名單 (請參閱香港明愛網址 https://www.caritas.org.hk/zh/about/committee/8)

檢討及更新日期：2023 年 5 月 18 日

Procedures for the revision of the list of members of the Council, Board of Management and Social Work Committee

The regulations and lists of the members of the Council, Board of Management and Social Work Committee of Caritas-Hong Kong will be reviewed and revised regularly by the Caritas-Hong Kong headquarters, and will be passed on to regional units for update. Normally, it will be carried out once a year.

Date of Review and Revision: 18 May 2023

**List of Members of Council, Board of Management and
Social Work Committee**

Code	List of Member
SQS4.1f/1	List of Council Members Please refer to web-site of Caritas-Hong kong https://www.caritas.org.hk/en/about/committee/1)
SQS4.1f/2	List of Board of Management Members Please refer to web-site of Caritas-Hong kong https://www.caritas.org.hk/en/about/committee/2)
SQS4.1f/3	List of Social Work Committee Members Please refer to web-site of Caritas-Hong kong https://www.caritas.org.hk/en/about/committee/1)

Date of Review and Revision: 18 May 2023