

The Hong Kong Council of Social Service

Specialized Committees

# **TERMS OF REFERENCE**

**June 2024**

# **THE HONG KONG COUNCIL OF SOCIAL SERVICE**

## **Specialized Committees on Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\***

### **Terms of Reference**

#### **Functions**

1. To participate in the policy formulation and planning of Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\*;
2. To co-ordinate Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\* and reflect the views and needs of service agencies and users;
3. To assess the needs for Family and Community Service / Children and Youth Service/ Elderly Service / Rehabilitation Service\*, and inform the Government, Agency Members and the public of the needs;
4. To compile and analyze data on Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\*;
5. To conduct review on Family and Community Service / Children and Youth Service/ Elderly Service / Rehabilitation Service\*, promote evidence-based researches and assess the effectiveness of services;
6. To provide forum for agencies providing Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\* to share experience and to recommend good practices;
7. To promote pioneering and innovative services in Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\* together with service agencies;
8. To form partnership with concerned groups and organizations;
9. To foster networks and exchanges with international and regional counterparts for the advancement of Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\*, and monitor the application of related international conventions.

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

1. Sixteen members shall be nominated and elected by Agency Members who are directly providing or promoting Family and Community Service / Children and Youth Service / Elderly Service / Rehabilitation Service\*, or related user groups;
2. Not more than six co-opted members shall be appointed by each specialized committee;
3. A Chairperson and one or two Vice-chairpersons shall be elected from among the members of the respective service specialized committees;
4. The Business Director for respective service shall be in attendance;
5. Elected members and co-opted members shall hold office for two-year term;
6. No person representing the same agency shall be eligible for election (or cooption) to the Committee for more than 2 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 Specialized Committee for any same period of office.

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

1. The Specialized Committee shall, through the co-ordination of the Standing Committee on Social Development, be accountable, and submit annual work plan to the Executive Committee;
2. The specialized committees shall submit annual report to the Executive Committee through the Standing Committee on Social Development;
3. Chairperson or authorized representative appointed by the Chairperson of specialized committees shall be ex-officio members of the Standing Committee on Social Development, so as to enhance the integration of different services, promote the development and coordination of various services, and assist the Standing Committee in implementing overall development strategies and policies of the Council;
4. The specialized committees shall hold no less than 4 meetings each year, 1/3 members present will form a quorum;
5. Chairpersons of the specialized committees and the concerned Business Director and their delegates shall be the spokespersons of the respective specialized committees. 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.

*\* The election of the Specialized Committee on Rehabilitation Service will be jointly held with the Management Committee of The Hong Kong Joint Council for People with Disabilities. The above terms of reference and composition of committee will only be served as part of the reference for the election.*