

**THE HONG KONG ASSOCIATION OF BUSINESS AND PROFESSIONAL
WOMEN**



**Guidelines for the Office Bearers
of the Executive Committee
and Standing Committee Convenors**

August 1994

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1. **AIMS**

The aims of the Association shall be:-

- * To promote the interests of business and professional women in particular and of women in general.
- * To stimulate and encourage women to realise and to accept their responsibilities within and towards their local, national and international communities.
- * To promote friendship, co-operation and understanding between business and professional women everywhere.
- * To encourage women and girls to:-
 - acquire education and occupational training at all levels;
 - use their skills, intelligence and opportunities for the advantage of others as well as for themselves.
- * To work for:
 - equal opportunities, status and remuneration for women in economic, civil and political life;
 - the removal of all forms of discrimination
- * To promote excellence in performance and ethics in business and the professions.
- * None of these aims is dominant over any other.

2. IMPLEMENTATION OF AIMS

The Association provides its members with the opportunity to meet, discuss problems and pool ideas. Thus, the Association must hold regular meetings open to all members – at least one meeting every month. The meetings should be geared towards implementation of the Association's aims.

Women must be well equipped if their status is to be raised, so Association members should be well informed on current affairs both at home and abroad. The Association gives members a PUBLIC voice. The views expressed by that voice must therefore be ACCURATE and so Association programmes should be educational and stimulating.

If the Association is to make its public voice heard it must be known in policy-making areas. Immediately after the AGM the names, addresses and contact numbers of the President, Secretary and Standing Committee Convenors should be placed on record with the Government, media, other women's associations etc. Representation should be sought for the Association on any local policy-making bodies whose activities come within the Association's aims. The Association cannot take part in any political activities but individual members should be encouraged to take an active part in the political group(s) of their choice.

Members can give valuable service to future business and professional women by making themselves available to talk about or answer questions on their particular careers for the information of school students. This can be done by individual visits to schools or by the Association organizing a special careers information event to which students are invited.

The Association should watch out for and combat sex discrimination in the community.

The Association is affiliated with the International Association of Business and Professional Women whose headquarters are in London.

While the Association can be represented on and/or work with other bodies, it should not merge its identity by affiliating with other organizations.

3. STRUCTURE AND ROLE OF THE EXECUTIVE COMMITTEE

The President resides over EXCO. The Vice-President report to the President. The Secretary, Assistant Secretary, Treasurer/Convenor Finance Committee, Convenor Programme Committee, Convenor Membership Committee, Convenor Publicity and Public Relations Committee, Convenor Public Affairs Committee, Convenor Education and Personal Development Committee, Convenor Fund-Raising Committee and Immediate Past President all report to the Vice-Presidents and ultimately the President.

The Executive Committee is responsible to the membership for matters concerning the policy, organization and running of the Association.

The Executive Committee should meet every month to discuss and plan the affairs of the Association and to receive suggestions and reports from the Standing Committees (and Working Parties when/if appropriate).

4. STANDING COMMITTEES

Each Standing Committee should be convened by the Convenor of that Committee at regular intervals. The Convenor (or a nominated substitute) should inform each EXCO meeting of the plans of the committee and seek its approval for them, and report on the committee's activities.

The Standing Committees of EXCO are:-

- 1) Education and Personal Development
- 2) Finance (Treasurer to be Convenor of this committee)
- 3) Public Affairs
- 4) Membership
- 5) Programme
- 6) Publicity and Public Relations
- 7) Fund-Raising

5. DUTIES OF THE PRESIDENT

The President holds the key position and is ultimately responsible for the success of the Association. Much of the work should be delegated to the Vice-Presidents and other members of EXCO so that the President has more time for policy matters and the overall promotion of the Association.

A summary of the major duties of the President is given below followed by a more detailed list.

MAJOR DUTIES

- Be familiar with all BPW documentation eg. Aims, history, constitution, EXCO Guidelines, Association files, etc.
- Promote the Association at every opportunity.
- Ensure the efficient running of the monthly EXCO meetings.
- Ensure all Standing Committees have a Convenor and that they formulate a strategy/plan, meet and report regularly to EXCO.
- Develop jointly with the Programme and Education Standing Committees activities and seminar programmes which should address the specific needs and interests of members in their personal and career development and in the case of Education Committee, the interests and development of women in the community.
- Encourage active participation of all members of the Association in the various meetings, committees, activities, etc.
- Liaise with the International Federation.
- Provide a report for the AGM

Beginning of the Presidency

- Become familiar with the aims, structure and history of BPW both at the international level and the local level. (see 10th Anniversary booklet).
- Study the HKABPW Constitution
- Meet with the outgoing President to be briefed and to take over the Association's files.
- Become familiar with the Association's files and past work.
- Become familiar with the Guidelines of the Office Bearers of the Executive Committee and Standing Committee Convenors.

- Meet with the Vice-Presidents to decide on the sharing of responsibilities.
- Ensure the prompt appointment of vacant EXCO positions.
- Become familiar with the Association's financial situation eg. Sources of revenue, expenditure, outstanding liabilities, donations.
- Introduce oneself to all members after election via the newsletter and at the first meeting; at the same time seek their active support and ideas.

Executive Committee (EXCO) Responsibilities

- Chair all EXCO meetings or arrange for one of the Vice-Presidents to do so.
- Liaise with the Secretary regarding the preparation and mailing of the agenda, minutes and reports one week prior to each EXCO meeting.
- Request Standing Committee Convenors and the Treasurer to provide written reports to EXCO on their work on a monthly basis.
- Show a keen interest in the work of the Standing Committees and attend some of their meetings.
- Obtain EXCO agreement in principle on issues prior to press/media contact.
- Inform EXCO members about the Association's activities, plans, difficulties and circulate news from IFBPW and other organizations.

Administration

- Sign important official HKABPW correspondence and copy it to the Secretary and relevant Convenor.
- Become an authorized signatory on HKABPW's current and savings account.
- Work with the Secretary and Treasurer on developing an annual plan and budget.
- Keep up-to-date files of all BPW documents, review the files at the end of term of office and dispose of all non-essential papers.
- Contribute articles to the newsletter, in particular, information about IFBPW.
- Answer or re-direct telephone/written enquiries.
- Be ready to react to issues relevant to BPW's aims and to communicate these to the press/media.
- Ensure that replies are sent to IFBPW as required.
- Liaise with Presidents of other women's groups in Hong Kong.

- Liaise with other BPW clubs around the world, welcome international visitors to Hong Kong and encourage the feeling of belonging to an international group.
- Aim to visit clubs in other countries.
- Aim to attend Regional and International meetings.
- Liaise with the Secretary on plans for the AGM at least three months in advance of the meeting (see AGM procedures, Section 8)

5a. DUTIES OF THE IMMEDIATE PAST PRESIDENT

- Support the President at all times to ensure continuity.
- Liaise with the International Federation.
- Relay information re: International Federation to HKABPW members.
- Contribute information re: International Federation for inclusion in the newsletter.
- Encourage members to stand as office bearers, committee convenors, and committee members and assist with the nomination process prior to the AGM.

6. DUTIES OF THE VICE-PRESIDENTS

- Support the President at all times by being available for discussion and by contributing views on Association matters.
- Become familiar with the President's duties so as to be able to take over in the President's absence.
- Be prepared to perform any duties delegated by the President.
- Divide the supervision of the Standing Committees between the two Vice Presidents. E.g. liaise with the Convenor, attend several of their meetings and generally be supportive.
- Play an active, visible part at BPW meetings by introducing new members, assisting with delegate registration, and ensuring that everyone is made to feel welcome.
- Read the Guidelines of the Office Bearers of the Executive Committee and Standing Committee Convenors and ensure they are passed on to successor(s).

7. **DUTIES OF THE SECRETARY/ASSISTANT SECRETARY**

The secretarial duties should be divided between the Secretary and Assistant Secretary as equally as possible.

One suggested division is for the Secretary and Assistant Secretary to prepare the minutes of the previous meeting and minutes of the current month's EXCO meeting and arrange for distribution on an alternate monthly basis. The Secretary can be responsible for all other tasks listed below.

MAJOR DUTIES

GPO Box

- ❖ Clear GPO Box 1526 approx. 2-3 times per week. (Ensure someone has the key when away.)

Correspondence

- ❖ Attend to inward and outward correspondence received through GPO Box and keep a file of all relevant documents.
- ❖ Report to following EXCO on all inward and outward correspondence received. Liaise with President if necessary on contents of outward correspondence and keep a copy on file. Pass on information to the Publicity Convenor for inclusion in the newsletter.
- ❖ Keep all historical records of the Association.
- ❖ Inform IFBPW headquarters and Hong Kong Societies Ordinance of new officers after AGM.

Written/Telephone Enquiries

- ❖ Pass on telephone and written enquiries about the Association to Membership Committee person responsible for distribution on information pack.

Stationery

- ❖ Keep stationery stocks updated and distribute upon request. Arrange for printing of replacement stock when necessary.

Minutes

- ❖ Draft minutes of EXCO meeting and get Chair of the meeting to check draft. Once approved and typed up, circulate to all EXCO members within 7 days after meeting.

- ❖ Circulate agenda and committee reports 7 days before the next EXCO meeting by post on double-sided paper.
- ❖ Take minutes at each EXCO meeting, Business meeting and AGM and keep a record on file.

AGM/EGM

- ❖ Prepare all documents for AGM and any EGMs held during the year. (see AGM procedures Section 8)
- ❖ Assist in arrangement for venue, publicity and receipt of Constitutional amendments/proxies as necessary.
- ❖ Ensure that members are notified of meetings (regular, AGM, Business, EGM, EXCO)

8. AGM PROCEDURES

Whenever possible, notification of AGM matters should be given via the newsletter rather than individual meeting.

6 months before AGM - Ensure date and venue are fixed and confirmed in writing.

3 months before AGM- Notify members of date, time and place and invite suggestions or any amendments to the Constitution.

- Consider possibility of dinner following AGM

2 months before AGM - Call for nominations for officers and members of EXCO. Nominations should reach secretary one month before AGM.

- Indicate which current EXCO members are willing and eligible to stand again.
- Ensure EXCO discusses suggestions for amendments to Constitution.

1 month before AGM - Inform members of proposed amendments to the Constitution, together with EXCO's recommendations.

- Ensure Standing Committee reports are sent to the President for approval.
- Make available on request copies of the Constitution.

2 weeks before AGM - Send the following to all members:-

- Notice of AGM and Agenda
- List of EXCO members
- Previous AGM minutes
- Reports from President and Standing Committee Convenors

At AGM - Provide extra copies of Agenda and Minutes.

- Provide extra copies of the President and Standing Committee Reports.
- Provide copies of the Treasurer's report which will not be sent prior to the AGM

- Make available a list of EXCO nominees.
- Prepare for voting e.g. voting papers, members to count votes.
- Take minutes of the meeting.

After AGM

- Make available copies of the Treasurer's report to those members who did not attend AGM.
- Prepare minutes of AGM and circulate to EXCO members

9. **DUTIES OF THE TREASURER**

OBJECTIVES

- Ensure the financial viability of the Association
- Ensure accounting policies are applied consistently
- Ensure financial policies and procedures are equitable are applied consistently and are consistent with the applicable article of the Constitution of HKABPW
- Reporting the financial condition and assuring that accounting price are consistently applied.

DUTIES

- The Treasurer is the Convenor of the Finance Committee

- Keep an accurate and detailed account of all monies received and paid out in accordance with the general accepted accounting practices in Hong Kong. Accounts should be maintained on an accrual basis.

- Submit at the Executive Committee meetings a monthly Treasurer's Report which should include the following:
 - Summary of Events – income and expenses and number of paid attendance for each event.
 - Income Statement – income and expenses for the month, year to date and budget figures
 - Balance Sheet – assets ie. bank balances for current and savings accounts, time deposits, receivables (monies owed to the Association) and liabilities ie. payables (obligations to be paid in the current or future fiscal years)

- After consultation with the Standing Committee Convenors, prepare an annual budget in September preceding the new fiscal year for Executive Committee's approval. This budget should be revised/updated by January of the fiscal year to reflect any changes in priorities. This budget should be reviewed again in conjunction with the six-month results and if necessary revised.

- Ensure that the Association works within the budget and does not incur a year end loss.
- Ensure that the Association maintains adequate operating reserved by holding fixed time deposits. Adequate reserves would be sufficient funds to cover six

months of Secretariat fees, newsletter expenses, IFBPW annual subscriptions and general operating expenses.

- Prepare and present at the AGM a written report containing financial statements, a new fiscal budget as well as a recommendation for membership fees.
- Submit financial report for audit by December 31. Advise the Executive Committee when the audit has been completed and if necessary any comments or recommendations made by the auditor.
- By the first of March, pay IFBPW annual dues based on the number of members at fiscal year end. As required by IFBPW, submit a copy of the latest financial statements which should state the number of members at fiscal year end or an audited statement to this effect.
- Liaise with Membership Convenor to send out by the first of December annual membership fee invoices for the new subscription year, 1 January – 31 December. Give Executive Committee a status report on renewals. Assure that the Membership Convenor sends reminders to those members who have not renewed.
- Liaise with Programme Committee, Fund Raising Committee and Special Event Co-ordinator to determine annual profit targets. On a quarterly basis, review respective targets and report to Executive Committee. Account for all the revenues and expenses for each event.
- Ensure the compliance of the Financial and Conference Guidelines. Review at least annually, these guidelines and make recommendations to the Executive Committee for any amendments.
- Ensure that Executive Committee approves the authorized signatories on all bank accounts. Hong Kong and Shanghai Bank must be advised in writing of the changes of authorized signatories on an annual basis. Authorised Signatories are usually the President, Vice-Presidents, Treasurer and Secretary of the Association.
- Convene the Finance Committee at least four times a year or as necessary. The Finance Committee is responsible for maintaining the financial viability of

the Association. On an ongoing basis, the committee should review the financial situation of the Association and make recommendations on the allocation of resources as well as pricing policies. The administrative duties (ie. agenda and minutes) of the Committee will be shared on a rotation basis by all members.

- Ensure the Guidelines of the Office Bearers of the Executive Committee and Standing Committee Convenors are circulated to all members of the Finance Committee.

- At the end of term of office, assure that full details are handed over to successor within 7 days after the AGM.

10. **DUTIES OF THE MEMBERSHIP COMMITTEE CONVENOR**

GOALS AND OBJECTIVES

- Retain and build membership
- Encourage greater participation by members to enhance identification with BPW

MAJOR DUTIES OF CONVENOR

- Ensure Membership Committee goals are realized.
- Submit annual goals to EXCO for approval, at the start of term of office
- Convene meetings of the Membership Committee on a monthly basis or as deemed necessary
- Prepare reports to EXCO to be in hands of the Secretary at least 1 week before the EXCO meeting
- Provide a report for the AGM
- Ensure the Guidelines for the Office Bearers of the Executive Committee and Standing Committee Convenors, particularly the duties of the Membership Committee, are circulated to all members of the Membership Committee.
- Maintain a file of correspondence, minutes, membership statistics and procedures and hand over to successor within 7 days after the AGM.

MAJOR DUTIES OF COMMITTEE

Attracting potential members

- * Handle enquiries from potential members within 10 days
- * Make follow-up calls to women who have enquired about membership, about 2 months after the enquiry.
- * Provide Publicity Committee with ideas for promoting BPW membership and liaise with Publicity Committee regarding implementation
- * Ensure a supply of BPW brochures, other leaflets and membership forms is maintained and available at BPW events.

Welcoming and processing new members

- * Process new members applications according to attached flowchart.
- * Identify new members at BPW events and Happy Hours, welcome them and make introductions.
- * Provide information on new members for inclusion in the newsletter.
- * Organize, publicize and host New Members welcome events (April/Oct)

- ✳ Ensure potential members meet criteria, and maintain list of potential members whose applications have been refused because of constitutional limitations on non-working members.

Looking after and retaining current members

- ✳ Liaise with Secretariat and Finance Committees to process membership renewals annually, December-February
- ✳ Liaise with Secretariat over maintenance of membership database, and production of membership directory (twice a year), phone/fax list (bi-monthly).
- ✳ Host Happy Hour or other social/networking activity at least every 2 months.
- ✳ Prepare and maintain name badges for members and liaise with Programme and other committees to make available at BPW events.
- ✳ Survey members' interests and needs by phone or questionnaire, at least annually.
- ✳ Come up with ideas for enhancing members' identification with BPW and promoting the benefits of BPW membership and recommend implementation at EXCO or the appropriate committee.
- ✳ Provide information of interest about members for the newsletter, e.g. career

Set Annual Goals

Set annual goals at the beginning of the year in the following areas, subject to approval of EXCO:

- ✳ Percentage goal for renewals
- ✳ Percentage goal for new members
- ✳ Numeric goal on attendees at Happy Hour and other social/networking events.

11. **DUTIES OF THE PUBLIC AFFAIRS COMMITTEE CONVENOR**

MAJOR DUTIES

- * Attend monthly meetings of EXCO and provide written reports on the status of PAC activities to be in the hands of the Secretary for circulation at least 1 week before the monthly EXCO meeting.
- * Provide a report for the AGM
- * Provide a yearly budget to be submitted to the Finance Committee and EXCO.
- * Convene meetings of the Public Affairs Committee on a monthly basis or as deemed necessary.
- * Ensure BPW members are provided with regular updates of PAC activities through the newsletter
- * All correspondence files, guidance notes/procedures and ensure this is handed over to the successor within 7 days after the AGM
- * Arrange mentoring for new members
- * Ensure the Guidelines for the Office Bearers of the Executive Committee and Standing Committee Convenors are circulated to all PAC committee members.
- * Conduct one meeting per year to inform members at large of relevant issues
- * Become a focal point for all correspondence and information relating to PAC matters
- * Fast track PAC issues as required e.g. the signing of joint documents, ensuring at least 3 other EXCO members (including at least one of either the President or Vice President) in the decision making process.
- * Liaise with other committee convenors on mutual issues.
- * Ensure the President and Vice-Presidents are kept informed of activities.

DIRECTION OF PAC ACTIVITY

- * Discuss issues specifically related to women in Hong Kong.
- * Undertake representations to relevant authorities
- * Liaise with the media on women's issues.
- * Promote joint action with other women's groups.
- * Support efforts of local grass roots womens' organizations.

12. **DUTIES OF THE PUBLICITY AND PUBLIC RELATIONS COMMITTEE**
CONVENOR

MAJOR DUTIES

- * Attend monthly meetings at EXCO and provide written reports to be in the hands of the Secretary for circulation at least 1 week before the monthly EXCO meeting.
- * Convene meetings of the Publicity and Public Relations Standing Committee on a monthly basis or as deemed necessary to plan the promotion of the Association.
- * Ensure the publication of the Association's monthly newsletter
- * Keep the Association and its objectives and activities in the eye of the public through press releases, English and Chinese media interviews and paid advertising
- * Prepare an income and expenditure budget and submit it to the Treasurer.
- * Provide a report to the AGM
- * Liaise with the President regarding newsletter content and draw up a Content Plan and mailing schedule for use by the Editor and Secretariat.
- * Ensure balance of paid and unpaid advertising and that payment is received before publication.
- * Solicit articles and contributions from members and proofread to ensure accuracy, balance and non-repetition.
- * Instruct the Secretariat to send the newsletter to member, IFBPW, other women's associations and media contacts and ensure lists are updated
- * Maintain a file of media contacts with telephone and fax numbers.
- * Inform the membership via the newsletter of special achievements of members.

- * Advise EXCO of alternative leaflets etc that could be published to promote the Association within the Hong Kong community and to coordinate the publication of such leaflets.
- * Advise EXCO on the production of all printer material so as to ensure professionalism, identity and continuity.
- * All important official HKABPW correspondence signed and sent out must be approved by the President and copied to the Secretary.
- * Ensure the Guidelines for the Office Bearers of the Executive Committee and Standing Committee Convenors are circulated to all members of the Publicity and Public Relations Committee.
- * Maintain a file of appropriate correspondence, guidance notes/procedures and ensure this is handed over promptly to successor within 7 days after the AGM.

DUTIES OF THE PROGRAMME COMMITTEE CONVENOR

A Business Plan has been proposed and agreed by EXCO for the Programme Committee. Please read the Business Plan in conjunction with the Duties of the Programme Committee. (see 13a – Programme Committee Business Plan)

GOALS AND OBJECTIVES

These are outlines in the Programme Committee Business Plan.(see 13a of the Guidelines)

DUTIES OF THE PROGRAMME CONVENOR

- Ensure that the Programme Committee goals are realized.
- Submit annual qualitative and quantitative goals to EXCO for approval at the beginning of the year.
- Convene meetings of the Programme Committee on a monthly basis or as deemed necessary.
- Attend monthly meetings of EXCO and prepare reports for EXCO to be in the hands of the Secretary one week before the EXCO meeting.
- Provide a report for the AGM
- Maintain a file of correspondence, minutes, attendance figures, policy and procedures and hand these over to the next Convenor within 7 days after the AGM
- Ensure the flier for programme events is ready for inclusion in the appropriate newsletter.
- Ensure reports on programme events are prepared for inclusion in the appropriate newsletter
- Ensure the Guidelines for the Office Bearers of the Executive Committee and Standing Committee Convenors is circulated to all members of the Programme Committee, especially the Duties of the Programme Committee.

DUTIES OF THE COMMITTEE

- Determine the schedule of events for the year taking account feedback from target group of members
- Book speakers, venue, equipment, refreshments and confirm arrangements in writing.
- Liaise with other HKABPW committees to co-ordinate events and develop ideas.
- Liaise with Publicity Convenor regarding production of promotional materials and possible media interviews for speakers.

- Provide EXCO with details of planned events and complete budget approval form

EVENT

- Arrange reception of members and guests, the introduction and thanks to speaker, provide report on the event for BPW newsletter.
- Receive attendance list from the Secretariat; ensure payment is received prior to even. Any monies received should be passed to the Treasurer within 7 days

13a. **BUSINESS PLAN FOR THE PROGRAMME COMMITTEE**

A. The Vision

The Programme Committee perceives their vision as:

To enable business and professional women to improve their skills to satisfy their business and social interests through participation in BPW events and to create awareness of their responsibility to other women in the community.

B. Target Group

Business and professional women over the age of 21 years with a position occupation in trade, commerce or a profession.

C. Business Objectives

Provide quality programmes to meet the needs of the target group and at the same time enhance the image of the Association.

These programmes should produce a profit of (HK\$ xxx) in a calendar year.

The amount is to be set by the Programme Convenor with approval from the Finance Committee on receipt of budget recommendations from EXCO, based on the previous year'

D. Business Strategies

To set and implement stringent disciplines to monitor feedback and quality control at BPW events.

To raise the profile of events.

To reach out to potential BPW members within the target group through direct marketing and promotion.

E. Marketing Strategies

Provide quality events to meet the needs of the target group.

Positioning BPW events as good quality and recognized activities for business and social networking for the target group.

Adding value-not necessarily through price adjustment.

Co-ordinate closely with the Publicity Committee to achieve effective promotion of BPW events in order to promote BPW's voice on business and professional issues e.g. increase editorial coverage, draw up a media plan and be creative and proactive in our approach.

14. **DUTIES OF THE EDUCATION AND PERSONAL DEVELOPMENT COMMITTEE CONVENOR**

The guidelines for the Education and Personal Development (EPD) Committee Convenor and members should be read in conjunction with the guidelines of the other committees, particularly the Programme Committee, to highlight the key roles and responsibilities.

GOALS AND OBJECTIVES

Develop projects in three main areas:

1. Personal development for members of HKABPW
2. Educating women in Hong Kong
3. Encouraging young women and girls to develop business and professional skills.

MAJOR DUTIES OF THE CONVENOR

- * Ensure that the EPD Committee goals are realized
- * Submit annual goals to EXCO for approval, at the beginning of the term of office.
- * Convene meetings of the EPD Committee on a monthly basis or as deemed necessary
- * Attend monthly meetings and prepare reports for EXCO to be in the hands of the Secretary a week before the EXCO meeting.
- * Maintain a file of appropriate correspondence, guidance notes and procedures and ensure that these are handed over to the next Convenor within 7 days after the AGM.
- * Ensure reports on EPD initiatives and events are prepared for inclusion in the newsletter.
- * Ensure the Guideline of the Office Bearers of the Executive Committees and Standing Committee Convenors are circulated to all members of the EPD Committee.
- * Provide a report for the AGM

DUTIES OF THE COMMITTEE

- * Determine education and personal development projects for the year based on the goals of the EPD Committee as against programmes highlighted in the goals and objectives of the Programme Committee.
- * Liaise with other HKABPW committees to identify appropriate projects
- * Develop at least one major event each year which provides members with the opportunity for personal development

- * Liaise with the Publicity Convenor to ensure projects receive the appropriate publicity
- * Look at ideas and educational projects from IFBPW with the aim of possible adaptation and implementation where appropriate
- * Recommend to EXCO the provision for bursaries
- * Ensure that all official HKABPW correspondence originated by EPD committee is approved by the President or acting Vice-President and copied to the Secretary.

15. DUTIES OF THE FUND-RAISING COMMITTEE CONVENOR

The objective of the Fund-Raising Committee is to help support the financing of special projects. These projects must fall in line with HKABPW's aims.

KEY PROJECTS

	<u>Allocation of Funds</u>
* International Conferences	35%
* Awarding Scholarships (Bursaries)	25%
* Educating women in the community	25%
* General charitable donations	15%

MAJOR DUTIES OF THE CONVENOR

- * Raise funds to support the funding of key projects
- * Attend monthly meetings of EXCO and provide written reports to be in the hands of the Secretary for circulation at least 1 week before the monthly EXCO meeting.
- * Convene meetings of the Fund-Raising Standing Committee on a monthly basis or as deemed necessary to plan the fund-raising events of the Association.
- * Provide a report for the AGM.
- * Ensure the Guidelines for the Office Bearers of the Executive Committee and Standing Committee Convenors are circulated to all members of the Fund-Raising Committee
- * Maintain a file of appropriate correspondence, guidance notes/procedures and ensure that this is handed over to successor within 7 days after the AGM

MAJOR DUTIES OF THE COMMITTEE

- * Identify certain projects or events for raising funds eg. Major conferences and conferences leading up to it, scholarships for young women students, management training or business skills workshops, women's crisis hotlines or women's charities
- * Receive proposals for fund allocation, submitted by HKABPW committees or members. Requests for these should ideally be made at the beginning of the year.
- * Allocate funds raised to the above key projects within percentage allocations.
- * Appoint one member of the committee to serve as the bookkeeper and liaise with the Treasurer on monthly transactions.

16. **FINANCIAL GUIDELINES**

A. EXECUTIVE COMMITTEE

1. Operating/administrative expenses incurred in carrying out the duties of the office holder or convenor. Such expenses as photocopying, postage, stationary supplies and subscriptions which are under \$300 per month and within the particular budget of the standing committee will be reimbursed. Any reimbursement request over \$300 per month must be approved by the Treasurer.
2. Expenses should be submitted within the quarter that they have been incurred and before the 25th of the month
3. An Expensive Form (copy attached) should be completed and a self-addressed envelope included to facilitate reimbursement. This form should be sent directly to the Treasurer and not to the Secretariat.
4. Requests for foreign currency bank draft or cashier's cheque – The relevant form (HKSB, Demand Draft Application Form) should be completed and attached to the expense form. This form will be returned duly authorized. Once you have received the draft/cheque, return the official HKSB receipt to the Treasurer.
If an individual requests the Treasurer to obtain a foreign currency bank draft or cashier's cheque on her behalf, there will be a 30-day delay to complete the process.
5. Requests for HKABPW cheque – Invoice and/or Expense Form should be sent by post or facsimile to the Treasurer for payment.
6. Expenses incurred by members of the standing committees should be vetted and approved by the relevant convenor prior to submitting them to the Treasurer
7. In the event that a member has extensively used the photocopying services of her employer/business, consideration should be given to reimbursing the company for their cost. This matter should be discussed with the Treasurer and a cheque will be issued from the Association. Members should not reimburse their firm from their own funds.

B. EVENTS

1. Convenor and/or event co-ordinator must submit an Event Budget Form (copy attached) to the Treasurer and confer with her regarding the pricing/profitability of the event.
2. The Treasurer may discuss the pricing of the event with the Finance Committee before recommending the pricing to the Executive Committee.
3. The Executive Committee must approve the pricing of the event for member charge of over \$250, prior to sending the flyer/notice to the membership. In the event that an approval is required prior to an Executive Committee meeting, the President, one Vice-President and Treasurer may approve the pricing.
4. The programme fee for attending an event is waived for one member of the Committee organizing the event which is to be decided by the committee in advance of the programme. The Secretariat should be advised whose fee is being waived so that this information is passed on to the Treasurer.
5. The Treasurer should be notified a week in advance of an event if a cheque needs to be issued immediately for payment of the venue. Otherwise, the bill/invoice should be sent to the Treasurer in care of the Association.
6. The Programme Convenor and/or event co-ordinator are/is responsible for collecting event fees that have not been paid. Any payments in arrears should be reported to the Treasurer and the Executive Committee. Any member in arrears will not be permitted to attend subsequent functions nor be allowed to renew her memberships until she is fully paid up.

17. CONFERENCE GUIDELINES

1. In October of the year preceding the IFBPW Congress, the Finance Committee should allocate sufficient funds in the new budget to pay registration fees for a specific number of participants.
2. Each October the standing committees should request budget allocations for attending other conferences.
3. Budget allocations for all conferences will be reviewed/ revised every January to correlate with the objectives of the Executive Committee.
4. Delegates to all conferences must be members of the Executive or Standing Committees or an active member in the Association. An active member is defined as follows:

A member of HKABPW who is or has been a member of the Executive Committee and/or a member of any standing committee. Member must currently participate in the Association or must have contributed in the past. They must be knowledgeable in the subject in which they are seeking to represent the Association and they must demonstrate a genuine interest. Preference will be given to current members of Executive Committee or standing committees.

5. Members wishing to be considered as delegates to the IFBPW Congress must apply in advance and receive the Executive Committee's written agreement to pay Congress registration fees.
6. For all other conferences, the Executive Committee and Finance Committee should receive a written request from the standing committee convenor who is proposing that the Association be represented at a particular conference. A brief summary of the conference and the relevancy/importance of the Association's participation at such a conference and approximate amount of funding which will be required. The Finance Committee should be given this proposal in time for their monthly meeting or at the minimum a week prior to the Executive Committee meeting, in order to evaluate the financial implications of the request before the Executive Committee makes its decision.

7. Where the Executive Committee approves a request for a member to attend any conference, as a delegate, registration fees will be paid. These fees will normally be reimbursed after the conference unless there is a special financial need.
8. A percentage of transport and hotel accommodation (but no other expenses) may be reimbursed in addition to registration fees. The Executive Committee will make a decision on whether and if so, how much should be paid after considering the recommendation of the Finance Committee. A delegate who wishes to apply for additional support other than registration fee, must submit prior to the conference and preferably with the Convenor's summary (Re: No. 6) a written request for reimbursement detailing the cost of transport and hotel accommodations. She must also agree in writing to submit receipts for actual expenses and to reimburse any excess to the Association.
9. It must be made clear to a delegate that reimbursement of fees and/or expenses is based on her active participation in the conference including study/work sessions. If more than one delegate is to attend, the designate head of the delegation along with the Executive Committee will determine prior to the conference exactly what constitutes active participation and determine what study/working groups, workshops and meetings should be attended and by whom. Each delegate will be accordingly advised. Delegates must be prepared to give a written and possibly a verbal report within two weeks after the conference or upon their return to Hong Kong.
10. A summary of all conferences attended should be submitted to the Newsletter Editor for inclusion in the next edition of the newsletter.
11. The Association will not cover any expenses, other than registration fees for the IFBPW Congress, which would cause the Association to report a year-end deficit or in the event that potential current deficit or potential year-end deficit exists (ie. a year-to-date loss on an accrual basis)