

寶翠園業委會 - 工作小組報名須知

第十屆業主委員會現誠邀凡對小組工作有興趣的業主積極參與屋苑管理工作，合力將寶翠園改造成為大家美好的家園。除以下報名須知，亦請閣下細閱附頁的「工作小組運作規範」、填妥報名表格並於2021年8月17日（星期二）前交回各座頭接待處，我們會有專人聯絡，作下一步甄別。希望各位鄰居業主可踴躍參加！

A. 報名條件：

1. 寶翠園業主或獲其授權之直系親屬；
2. 年齡在18歲或以上；
3. 學歷不拘；
4. 熱衷改善屋苑管理事務，願意抽出空餘時間參加工作小組活動及會議；
5. 願意遵守「工作小組運作簡介」及業主委員會「會議常規」；
6. 對相應工作小組性質有心得或具相關工作經驗優先。

B. 工作任期：

由申請獲批核至2023年第十屆業主委員會任期完結為止。

C. 工作內容：

1. 協助工作小組召集人對屋苑日常運作監察及記錄；
2. 提出改善方案，經小組討論後由召集人向業主委員會匯報跟進；
3. 定期出席小組會議，如連續三次缺席當棄權論，由其他候補人選頂上。

D. 紀律守則及利益申報：

所有小組成員必須於每屆任期生效後一個月內簽署「保密協議」及申報所有潛在「利益衝突」；當協助審議招標文件時而觸及承辦商回標敏感資料如商業方案或合約價錢時，亦應每次作出獨立申報。

此外，工作小組組員在履行職務時，必須按2020年業主大會通過的決議規定，遵守由廉政公署製定的「紀律守則」以廉潔、誠實和公平的原則執行大廈管理工作。

誠邀各業主積極參與！

寶翠園業委會 - 工作小組運作規範

A. 成立宗旨

1. 業委會根據公契賦予權力，成立屬諮詢性質的工作小組；
2. 通過小組提供專業諮詢意見，協助業委會執行日常監察屋苑管理工作；
3. 擴大業主參予屋苑事務機會。

B. 組成架構

1. 工作小組各設召集人1名，召集人必須由業委會委員擔任，並於業委會會議上採用提名方式，經簡單大多數投票議決；
2. 各工作小組成員必須為業主本人或經其書面授權之直系家屬。其資格由管理處代為核實；
3. 工作小組人數為最少5人，最多7人；除召集人外，各工作小組成員中必須最少有一位為業委會委員；會議開放給業主列席。如各小組報名人數超過上限，具相關工作經驗者將優先，餘下名額將透過抽籤決定；
4. 業主委員會保留一切有關小組成員產生辦法及取錄成員之最終決定權。

C. 小組運作

1. 各工作小組會議日期、時間及地點應於會議前7天於告示板張貼通告；
2. 各工作小組成員及列席業主，如討論範圍或參加會議內容牽涉如招標文件等敏感資料，必須如業委會委員一樣，事先簽署「保密協議」及「利益衝突申報聲明」，方可參加討論，否則必須馬上通知召集人及避席；
3. 小組成立為諮詢性質，在行政管理上沒有決策權力。任何干涉管理或政策上改善提議，經小組探討後，必須交由小組召集人報告及發還業委會審議及通過方為有效。

D. 會議紀錄

1. 召集人須按照寶翠園業主委員會「議事規則」主持小組會議；
2. 小組會議記錄由秘書處負責製作，只節錄有關討論的最終決定並以重點摘要形式記錄；
3. 秘書處於小組會議後14日內向小組成員提交會議記錄草案，成員在14日內完成審閱及提出修改，唯召集人擁有最終決定權。召集人3天內核實及由管理處發放予業委會委員及小組成員。

E. 第十屆業主委員會工作小組及召集人

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|--------------|-----------------|
| 1. 財務及採購小組 | 召集人譚吳嘉華女士 (第5座) |
| 2. 工程及維修小組 | 召集人曾國基先生 (第2座) |
| 3. 保安及安全小組 | 召集人李國士先生 (第6座) |
| 4. 會所及康樂設施小組 | 召集人陳盈如小姐 (第1座) |
| 5. 清潔及環境小組 | 召集人王陳麗娥女士 (第6座) |

Sub-Committee of OC: Notes for Application

The 10th Owners' Committee invites all owners who are interested in participating in estate management and work together with the OC to build a harmonious home in The Belcher's.

Interested parties, please fill out the **Registration Form** and return it to the reception counter of residential tower lobby **on or before 17 August 2021 (Tuesday)**. Management Office staff will further contact the selected owners to join the Sub-Committee in due course. All owners are cordially invited for participation!

A. Selection Criteria:

1. Registered flat owner of The Belcher's, or an authorized person of the flat owner in The Belcher's;
2. Age 18 or above;
3. No specific academic qualifications is required;
4. Passionate in estate management, willing to take time to attend meetings / activities organized by the OC;
5. Accept the Operation Rules of Sub-Committee and Meeting Rules set by OC;
6. Knowledge of relevant work experience in the industry related is preferred.

B. Tenure:

Upon the approval of application till the end of the term of the 10th Owners' Committee in 2023.

C. Work Description:

1. Assist the convener of the Sub-Committee to monitor and record the daily operation of the estate;
2. Propose improvement plan and participate in group discussion within the Sub-Committee. The convener will report to the Owner Committee to follow-up;
3. Participate in meetings on regular basis. If the member apologized for three consecutive times of meetings, his/her identity of member will be forfeited and reserved candidate will be selected.

D. Code of Conduct and Interest declaration:

All Sub-committee members must sign and return the "Non-Disclosure Agreement" and "Undertaking for Declaration of Interest" (if applicable) within 1 month upon the formation of Sub-committee. If the agenda of the meeting involves sensitive contents or tender (i.e. business solution or contract price, etc.), member should sign the "Undertaking for Declaration of Interest" to declare potential conflict of interest.

According to the resolution in 2020 Annual General Meeting, members of Sub-committees must abide by the "Code of Conduct" issued by ICAC when performing their duties in the Sub-committees.

We look forward to your participation in the Sub-Committee.

Sub-committee – Introduction

A. Objectives

1. Pursuant to the DMC of The Belcher's, the Owners' Committee could form Sub-Committee and act as an advisory group.
2. Provide professional advice in the Sub-Committee and assist the Owners' Committee in the monitoring the day to day of estate management.
3. Increase participation of all owners in estate related matters.

B. Organization Structure

1. The convener of the Sub-committee must be an OC member, and must be nominated and appointed in the Owners' Committee meeting, and resolved by simple majority vote.
2. The members of Sub-Committee must be the registered owners themselves or their immediate dependent whom authorized by the registered owner. Their identities will be verified by the Management Office.
3. The Sub-committee should be composed of minimum 5 members and a maximum of 7 members; and at least one of the Sub-Committee member should be an OC member (other than the Convener). Owners are welcomed to sit in the Sub-committee meeting. If the number of applicants exceeds the upper limit, those with relevant work experience will be given priority, and the remaining quota will be determined by drawing.
4. Owners' Committee reserves the right of final decision of all matters relating to the Sub-committee's formation method or the acceptance of Sub-committee member.

C. Rules for Operation

1. The date, time and venue of each Sub-Committee meeting will be posted on the OC Notice Board 7 days in advance.
2. If the agenda of the Sub-Committee meeting involves sensitive content or tenders like details of which involve potential conflict of interest with attended members or owners, "Non-Disclosure Agreement" and "Undertaking for Declaration of Interest should be signed for declaration. Otherwise, members or owners should be excused from the meeting.
3. The Sub-Committee was established aim as advisory role for the Owners' Committee, without actual decision-making right upon estate management. Any proposal regarding enhancement in estate management should be reported to the Owners' Committee for further discussion and resolution.

D. Meeting Minutes

1. The convener of Sub-Committee should hold the meeting according to the Meeting Rules set by OC.
2. The Management Office acts as the role of secretary for the Sub-committee. The meeting minutes of Sub-Committee will record the final resolution of the discussed items in the form of executive summary.
3. Secretary of Sub-Committee will submit the first draft of meeting minute to the members within 14 days after the date of meeting. Members of Sub-Committee could review and comment the draft of meeting minutes within 14 days but the Convener has the final decision on the meeting minute contents. Convener confirms the meeting minutes within the following 3 days and Management Office would send the final version of meeting minutes to members of Sub-committee and OC accordingly.

E. The Sub-committee and Convener of 9th Owners' Committee

	<u>Sub-Committee of</u>	<u>Convener</u>
(1)	Finance and Procurement	Mrs. Titania Tam (Tower 5)
(2)	Works and Maintenance	Mr. Vincent Tsang (Tower 2)
(3)	Security and Safety	Mr. Cox Lee (Tower 6)
(4)	Clubhouse and Recreation Facilities	Ms. Yvette Chan (Tower 1)
(5)	Cleaning and Environment	Mrs. Zenda Wong (Tower 6)