

**HONG KONG GREEN STRATEGY ALLIANCE**  
**GUIDELINES FOR ESTABLISHING YOUNG MEMBERS CHAPTER**

**PURPOSE**

This paper seeks endorsement from Members on the establishment of guidelines to form Young Members Chapter (YMC) within the Hong Kong Green Strategy Alliance (HKGSA).

**BACKGROUND**

2. Given the membership of HKGSA, the Executive Committee (the Committee) strives to invite individuals aged 25 years or above who are engaged in environmental management field or interested in environmental areas. Some of the young members may join the Young Member Committee (YMC), which one of YMC's functions is to assist in organizing activities for Alliance.

**YMC FORMATION**

3. Ordinary members with an intension to form a YMC within the HKGSA should submit a written proposal outlining the following items related to the proposed YMC for the Committee's approval -

- (a) terms of reference (TOR) stating its objective, purpose, mission, and operations;
- (b) name and contact details of the proposed YMC Convenor, who must be a Member of HKGSA;
- (c) list of core team members (at least two including the proposed YMC Convenor) who would run the general affairs of the YMC; and
- (d) activity plan, proposed budget for the first year, and target number of participants of its activities.

4. The proposal must demonstrate to the Committee's satisfaction the merit and the appropriateness of forming such YMC within the Alliance. The proposed YMC should strive to share the same mission and vision as the Committee;

5. The Committee would evaluate the proposal considering the success factors, resource constraints and the practicality of the proposed YMC, as well as other factors such as any conflict of interest or overlapping of disciplines associated with the proposed YMC.

6. The Committee would tender her decision to the proposed YMC Convenor within a reasonable time.

**YMC OPERATING GUIDELINES**

7. Once approved by the Committee to form a YMC, the proposed Convenor should observe the following operating guidelines in running the affairs of the YMC-

- (a) The YMC Convenor, or his/her delegate, must notify the Committee within 30 days should the YMC modify its TOR;
- (b) The YMC Convenor, or his/her delegate, should submit to the Committee a copy of its agenda and notes of regular meetings at the same time as he/she would provide the same to its meeting participants;

- (c) The Convenor of the Committee, or his/her representative(s), may sit in any of YMC meetings and activities;
- (d) The YMC Convenor, or his/her delegate, should attend the specified Executive Committee meeting from time to time upon request by the Executive Committee;
- (e) Communications to external parties, in particular the media, should be made with prior approval from the Committee and in the name of the Committee unless otherwise agreed upon. ;
- (f) The core members of YMC shall also be the members of the Alliance. ;
- (g) YMC should announce its activities, such as forum, seminar, site visit, conference, and workshop, to HKIE members via the HKIE pink page and web site through the Committee, and submit activity reports as required;
- (h) All YMC activities should be open to all HKGSA members as necessary, although priority can be given to HKGSA members;
- (i) The YMC Convenor must seek the Committee's prior approval when a YMC activity requires a fee to be paid by its participants, and when seeking sponsorship external to the Committee, whether it is in kind or of monetary value; and
- (j) YMC must operate within the budget approved by the Committee. All financial transactions must be conducted through the Hon. Treasurer of the Executive Committee, unless prior approval from the Executive Committee has been granted.

#### **YMC TERMINATION**

8. YMC status is subject to a review every two years by the Committee. In principle, YMC should consider ceasing its operation when it becomes inactive for an extended period of time.
9. YMC operation is ceased when –
- (a) the YMC Convenor notifies the Committee of its termination of activity; or
  - (b) as deemed necessary by the Committee.
10. The YMC Convenor, or his/her delegate, must notify the Committee within 30 days should the YMC cease to operate, and submit all the necessary financial or activity reports to the Committee within a reasonable time.

#### **SUBSEQUENT AMENDMENT**

11. Proposals for amendment of this Operating Guidelines may be submitted in writing at any regular meeting of the Executive Committee. A simple majority vote of the members present is required to consider and grant approval for adoption of the amendment(s).
12. If approved, the Executive committee may also specify the effective date of the amendment(s).

## **Hong Kong Green Strategy Alliance (HKGSA)**

### **Young Members Chapter (YMC)**

#### **Terms of Reference**

##### **Purpose**

The Young Members Chapter (YMC) provides a platform for promoting and supporting the activities held by the HKGSA. This also includes coordinating information, knowledge, training, development in the area of Waste Management in Hong Kong.

##### **Objectives**

The objectives of the YMC are:

1. to provide support to the HKGSA Executive Committee;
2. to promote HKGSA to youngsters;
3. to enforce the link with the young and student members of HKGSA;
4. to facilitate a platform for experience sharing; and
5. to enable the YMC members to grow and improve their technical expertise.

##### **Operating guideline**

The rules of the YMC are:

- Only members of the HKGSA will be able to join the YMC;
- Each session of the YMC committee shall last for the duration of two years;
- Each session of the YMC shall commence three months after the commencement of the new session of the HKGSA Executive committee;
- YMC members is allowed to serve a total of two sessions;
- Nominated YMC committee members must be endorsed by the HKGSA Executive Committee;
- Annual report and annual financial report shall be prepared each year and endorsed by the Executive Committee;
- The YMC shall hold a General meeting every three month; and
- The General Meeting shall be postponed in cases where less than four YMC members were able to attend the meeting.

##### **YMC Establishment**

New committee will serve the term of 2015-2017 starting from the AGM of HKGSA dated 15 June 2015. List of YMC Core committee members:

## **Role descriptions**

### YMC Convenor

- Lead the internal co-ordination of the YMC
- Represent the YMC when attending the Ex-Co meetings
- A point of contact for the YMC
- Prepare the annual report for Ex-Co review

### YMC Vice Convener

- Assist the Convenor to carry out his/her duties
- Responsible for the YMC's Public relations
- To act as convenor when convenor is absent

### YMC Secretary

- Prepare minutes for all General meetings held
- Prepare and provide the Agenda of the meetings
- Provide administrative support of the YMC

### YMC Treasurer

- Record and reports all income and expenditure of the YMC
- Oversees and monitor the budget of the YMC
- Prepares the annual financial report

### YMC Activity Coordinator(s)

- Plans and prepares the YMC's annual activities including but not limited to seminars, site visits and talks
- Carries out the responsibility of managing the activities

## **Publicity**

Propose to add a chapter of YMC in HKGSA website.