

City University of Hong Kong

First Standing Committee of Convocation (2008-2009)

Paper for : **Paper endorsed on 23 February 2008**
Subject : **Roles and work scope of Vice-Chairmen of Convocation**
Presenter : **Mr Joseph Tsoi, Vice-Chairman, First Standing Committee**

1. BACKGROUND

To enable effective management of the Convocation, roles & work scopes of the four Vice-Chairmen (VC) of Standing Committee (SC) should be clearly defined. Convocation members are invited to support each VC in Convocation work according to their experience, interest & expertise. The four main scopes of the VC are now proposed for the endorsement by SC Members.

2. PROPOSED WORK SCOPE OF THE FOUR VICE-CHAIRMEN (WITH NOMINATED VICE-CHAIRMAN)

- 2.1 Internal Affairs – Ms. Stella LEE Wai-king
- 2.2 External Affairs – Mr. Joseph TSOI Wing-leung
- 2.3 Communication – Mr. Will MA Wai-kit
- 2.4 University Development – Dr. Bryan WONG Siu-fai

3. PROPOSED ROLE FOR EACH WORK SCOPE

3.1 Internal Affairs

- 3.1.1 To work closely with DAO and CityUAA to promote better relationship with current students and alumni.
- 3.1.2 To create synergy among all parties within the CityU population.
- 3.1.3 To attend internal CityU meeting, or sit in CityUAA meetings, to offer assistance if needed.

3.2 External Affairs

- 3.2.1 To work with external organizations, bodies, government, businesses and community groups in enhancing the awareness of the Convocation and their contribution to society.
- 3.2.2 To work with the aforesaid parties for projects or activities which will promote the Convocation as well as benefit society.

- 3.2.3 To establish and maintain strong social ties with the world communities for potential cooperation, fund-raising, sponsorship, and donor network maintenance.
- 3.2.4 To raise awareness of the alumni about social responsibility & involvement, to an end of raising recognition of the contribution of the alumni to society.

3.3 Communication

- 3.3.1 To advise Convocation on the strategies for strengthening the communication between Convocation, the University, alumni and among alumni.
- 3.3.2 To identify and develop efficient and effective communication means, including the application of advanced information technology.
- 3.3.3 To develop Convocation as a transparent central hub to all the relevant stakeholders, including the University, alumni bodies and individual alumni members.

3.4 University Development

- 3.4.1 To respond to the needs and development plans proposed by the University and set up “concern groups” for specific tasks.
- 3.4.2 To enhance alumni awareness of development plan, implementation progress, and effectiveness of matters affecting the University development (UD).
- 3.4.3 To establish a platform for collecting opinion and participating matters related to UD, and strengthen material supports good for studying UD and striving for performance excellence to an end of university advancement.

4. RECOMMENDATION

Members are invited to approve the above roles and work scope of the Vice-Chairmen with details listed under items 2 & 3 above.

City University of Hong Kong

First Standing Committee of Convocation (2008-2009)

Paper for : **Paper endorsed on 5 May 2008**
Subject : **Establishment of Sub-Committee on Communication**
Presenter : **Mr Will Ma, Vice-Chairman, First Standing Committee**

1. BACKGROUND

In accordance with the Constitution of the University Convocation (Section 24.6), the Standing Committee (SC) may appoint committees and approve the terms of reference and membership. Given promoting effective communication among Convocation members is one of the missions of Convocation, a sub-committee on communication to be convened/coordinated by Mr Will Ma is now proposed for the endorsement of SC Members.

2. ESTABLISHMENT OF SUB-COMMITTEE ON COMMUNICATION

2.1 Objectives

The proposed sub-committee shall serve to meet the objectives of strengthening the liaison with relevant stakeholders to support policies or strategies that benefit an active communication between the Convocation and its members.

2.2 Areas of Duties

Major duties of the sub-committee are to:-

- i/ advise the SC on the strategies for strengthening the communication among Convocation members;
- ii/ identify and develop efficient and effective communication means with alumni through the application of advanced information technology;
- iii/ bring to the attention of the SC any issues or concerns regarding communication; and
- iv/ oversee internal communication by making full and effective use of the existing resources.

2.3 Membership

It is in the process of finalizing the membership of the sub-committee, list will be submitted for the approval of the SC once available. The tenure is proposed to follow that of the SC.

3. RECOMMENDATION

Members are invited to approve the establishment of the sub-committee with details listed under item 2 above.

4. MEETINGS

The sub-committee will meet on a “need basis” and shall report to the SC and make recommendations as appropriate.