

CITY UNIVERSITY OF HONG KONG
First Standing Committee of Convocation (2008-2009)

NOTICE OF MEETING

The 2nd meeting of the First Standing Committee of Convocation will be held at **7:30pm on Monday, 5 May 2008 at Convocation Office.**

A G E N D A

MATTERS ARISING

CHAIRMAN'S REPORT

SECRETARY'S REPORT

ITEMS FOR DECISION / DISCUSSION

1. CityU Convocation Inaugural Talk Series 2008 (15 mins)

2. "CityU City Volunteer" (15 mins)

3. Content of Convocation Newsletter (15 mins)

4. Evaluation of Inauguration on 7 April (5 mins)

5. Evaluation of Happy Hour Gathering on 24 April (5 mins)

6. Good Practices for Meetings (10 mins)

Paper SC/02/01

Paper SC/02/02

7. Internal Guide for Establishment of Committees/Working Groups (10 mins)

Paper SC/02/03

8. Guidelines and Proforma for Application for Programme Proposals (5 mins)

9. Checklist for Organizing Activities (5 mins)

10. Function and Arrangement of Convocation Office (10 mins)

ANY OTHER BUSINESS

11. Schedule for Meeting with Council Chairman (5 mins)
12. Sharing Session with PolyU (5 mins)
13. SC Meeting Schedule (10 mins)
14. Resignation of SC Members and Replacement for Vacancy (10 mins)
15. Year Plan (10 mins)

DATE OF NEXT MEETING

To be fixed.