

## **Breast Health Centre Advisory Committee**

### **Terms of Reference**

(updated on 22 Dec 2020)

#### **1. Accountability**

The Breast Health Centre Advisory Committee (hereafter the “Committee”) is formed under the governance of Hong Kong Breast Cancer Foundation Limited (“HKBCF”), and shall be responsible to the Management Committee of HKBCF.

#### **2. Responsibilities**

To be consulted, to advise and to make recommendations to the Management Committee on all matters in relation to the Breast Health Centre (BHC) [ included Breast Health Centre Hong Kong (“BHCHK”) and the HKBCF Jockey Club Breast Health Centre (Kowloon) (“BHCK”) ]. These include but not limited to the following:

- 2.1 To monitor and review the work plan and budget to ensure that the performance targets and project milestones are achieved.
- 2.2 To review the financial and progress reports on the projects of BHCHK and BHCK before submission to the \*donors.
- 2.3 To review the Third Party Reviewer’s reports on the implementation of the projects of BHCHK and BHCK as may be required before submission to the relevant donors.
- 2.4 To review the procurement, tendering process and vendor management of the major fit-out work, equipment purchase and installations in relation to the projects of BHCHK and BHCK in order to ensure compliance with the HKBCF’s procurement, tendering process and vendor management, or a standard higher than those of HKBCF.
- 2.5 To oversee that HSBC Environmental Protection Guidelines for NGO Partners are adopted where feasible in the implementation of the project of BHCHK.
- 2.6 To undertake any other responsibilities in relation to the growth and development of BHC as instructed by the Management Committee of HKBCF.

### 3. Composition and Terms of Service

3.1. The Committee shall have not less than five Committee members appointed by the Management Committee of HKBCF. The Committee members shall be selected representatives from HKBCF's Management Committee, panel of medical advisors, patients and volunteers, together with the Founder of HKBCF, Dr. Polly Cheung and at least one of the Committee members has financial expertise.

3.2. All Committee members shall be appointed for the whole duration of BHC unless otherwise resolved by the Management Committee of HKBCF. The Chairman of the Advisory Committee shall be elected among the Committee members by themselves.

### 4. Terms of Office

Term of office of members is two years subject to review and re-invitation by the Management Committee. For those appointed in the middle of the two-year term, the membership shall be completed in line with other existing members.

### 5. Meeting and Minutes

The Committee shall meet as and when required. Three members present with the Chairman of the Committee or the appointed deputy shall form a quorum of meeting. Minutes of the Committee meeting shall be kept for at least six years.

### 6. Secretarial Support

The Secretariat of HKBCF shall provide sufficient secretarial support to the Advisory Committee.

#### \*Remarks:

For the Breast Health Centre Hong Kong, the funding was from HSBC 150<sup>th</sup> Anniversary Charity Programme for the HKBCF Breast Health for Life (Free Mammography Screening Programme).

For the HKBCF Jockey Club Breast Health Centre (Kowloon), the project was realized by the land grant by the Government and a funding support by The Hong Kong Jockey Club Charities Trust.