

Information Technology Advisory Committee

Terms of Reference

(updated on 22 December 2020)

1. Responsible To

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

2. Objectives

To be consulted, to advise and to make recommendations to the Management Committee on matters relating to information technology as required by the HKBCF for its operational and other needs which may include, but not limited to the followings:

- 2.1 Strategic and technical alignment of I.T. applications and assets for all service sections and the HKBCF as a whole.
- 2.2 Evaluation and selection of service providers for hardware and software supports in respect of major projects.
- 2.3 Acquisition of hardware & software for amount over HK\$40,000.

3. Composition

- 3.1. The Committee shall consist of not more than five members. Professionals and experts in the field who can make special contribution may be co-opted by the Committee. (Attachment 1)
- 3.2. The Committee shall be chaired by the Chairperson appointed by the Management Committee of the HKBCF, or in his/her absence, one member of the Committee appointed by the meeting, shall preside.
- 3.3. The Chief Executive Officer shall be in attendance. Other relevant staff member(s) of the HKBCF as recommended by the Chief Executive Officer can be invited to attend after consultation with the Chairperson of the Committee.
- 3.4. The Secretary of the Committee shall be the Chief Executive Officer.

4. Meeting

The Chairperson may at his/her discretion convene meetings of the Committee at any time as deemed necessary.

5. Agenda

An agenda shall be prepared by the Secretary of the Committee and forwarded together with any other discussion materials to the members one week before the meeting.

6. Quorum

Three members of the Committee present at the meeting shall form a quorum of meeting.

7. 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.

8. Minutes of Meetings

The Secretary of the Committee shall prepare minutes of all meetings and distribute to the members of the Committee no later than 3 weeks after the meeting.

The Secretary of the Committee shall keep minutes and notes of all meetings, record of decisions, actions and recommendations discussed at the meeting.

9. Administrative Expenses

Such expenses as may be necessary for the administration of the Committee shall be the responsibility of the HKBCF.

10. Review of Terms of Reference

The terms of reference shall be annually reviewed by the Committee. Any substantial modifications to the terms of reference shall be approved by the Management Committee.