

## 工作小組報名須知

第九屆業主委員會現誠邀凡對小組工作有興趣的業主積極參與屋苑管理工作，合力將寶翠園改造成為大家美好的家園。除以下報名須知，亦請閣下細閱附頁的「工作小組運作規範」、填妥報名表格並於 **2020 年 4 月 21 日（星期二）**前交回位於第一座管理處辦公室，我們會有專人聯絡，作下一步甄別。希望各位鄰居業主可踴躍參加！

### **A. 報名條件:**

1. 寶翠園業主或獲其授權之直系親屬；
2. 年齡在 18 歲或以上；
3. 學歷不拘；
4. 熱衷改善屋苑管理事務，願意抽出空餘時間參加工作小組活動及會議；
5. 對相應工作小組性質有心得或具相關工作經驗優先；
6. 願意接受及遵守「工作小組運作簡介」。

### **B. 工作任期：**

由申請獲批核至 2021 年第九屆業主委員會任期完結為止。

### **C. 工作內容：**

1. 協助工作小組召集人對屋苑日常運作監察及記錄；
2. 提出改善方案，經小組討論後由召集人向業主委員會匯報跟進；
3. 定期出席小組會議，如連續三次缺席當棄權論，由其他候補人選頂上；
4. 如會議討論範圍牽涉標書敏感內容或與成員角色有衝突，必須簽署「保密協議」及「利益衝突申報聲明」及馬上申報。

**誠邀各業主積極參與!**

## 工作小組運作簡介

### A. 成立宗旨

1. 業委會根據公契賦予權力，成立屬諮詢性質的工作小組。
2. 通過小組提供專業諮詢意見，協助業委會執行日常監察屋苑管理工作。
3. 擴大業主參予屋苑事務機會。

### B. 組成架構

1. 工作小組各設召集人 1 名，召集人必須由業委或業主擔任，並於業委會會議上採用提名方式，經簡單大多數投票議決。
2. 各工作小組成員必須為業主本人或經其書面授權之直系家屬。其資格由管理處代為核實。
3. 工作小組人數為最少 3 人，最多 9 人，並開放給業主列席。如各小組報名人數超過上限 9 人，具相關工作經驗者將優先，餘下名額將由業委會見證下透過抽籤決定。

### C. 小組運作

1. 各工作小組會議日期、時間及地點應於會議前 7 天於告示板張貼通告。
2. 各工作小組成員及列席業主，如討論範圍或參加會議內容牽涉如招標文件等敏感資料，必須如業委會委員一樣，事先簽署「保密協議」及「利益衝突申報聲明」，方可參加討論，否則必須馬上通知召集人及避席。
3. 小組成立為諮詢性質，在行政管理上沒有決策權力。任何干涉管理或政策上改善提議，經小組探討後，必須報告及發還業委會處理，並由業委會作出最後定案。

### D. 會議紀錄

1. 會議紀錄以重點摘要為主，並由工作小組召集人記錄有關討論的最終決定。
2. 管理處身為業委會會議秘書，如有參與小組會議，應盡力協助工作小組製作會議紀錄。
3. 工作小組會議秘書應於會議後 7 天內向小組召集人提交會議紀錄。
4. 工作小組所有決定最終須由業委會議決通過。

### E. 第九屆業主委員會工作小組及召集人

- |              |                   |
|--------------|-------------------|
| 1. 財務小組      | 召集人馮錦棠先生 (第 5 座)  |
| 2. 工程及維修小組   | 召集人薛博良先生 (第 1 座)  |
| 3. 保安及安全小組   | 召集人莫一柱先生 (第 8 座)  |
| 4. 會所及康樂設施小組 | 召集人葉慧兒女士 (第 2 座)  |
| 5. 清潔及環境小組   | 召集人李邵海琪女士 (第 1 座) |

Application Form  
is available in the  
reception of each  
tower

## **Sub-Committee of OC: Notes for Application**

The 9th Owners' Committee invites all owners who are interested in participating in estate management and work together with the OC to build a harmonious home in The Belcher's. Interested parties, please fill out the **Registration Form** and return it to the Management Office reception **on or before 21 April 2020 (Tue)**. Please also read the **Operation Rules for Sub-Committee** for the details of operation in Sub-Committee of OC. The OC will further contact the selected owners to join the Sub-Committee in due course. All owners are cordially invited for participation!

### **A. Selection Criteria:**

1. Registered flat owner of The Belcher's, or an authorized person of the flat owner in The Belcher's;
2. Age 18 or above;
3. No specific academic qualifications is required;
4. Passionate in estate management, willing to take time to attend meetings / activities organized by the OC;
5. Knowledge of relevant work experience in the industry related is preferred;
6. Accept the Operation Rules of Sub-Committee set by OC.

### **B. Tenure:**

Upon the approval of application till the end of the term of the 9th Owners' Committee in 2021.

### **C. Work Description:**

1. Assist the convener of the Sub-Committee to monitor and record the daily operation of the estate;
2. Propose improvement plan, after the group discussion within the Sub-Committee, the convener will report to the Owner Committee to follow-up;
3. Participate in meetings on regular basis. If the member apologized for three consecutive times of meetings, his/her identity of member will be forfeited and reserved candidate will be selected;
4. If the agenda of the meeting involves sensitive content of the tender or has conflict of interest with members, "confidentiality agreement" and "conflict of interest statement" should be signed to declare.

We look forward to your participation in the Sub-Committee.

## Sub-committee – Introduction

### **A. Objectives**

1. Pursuant to the DMC of The Belcher's, the Owners' Committee could form Sub-Committee and act as an advisory group.
2. Provide professional advice in the Sub-Committee and assist the Owners' Committee in the monitoring the day to day of estate management.
3. Increase participation of all owners in estate related matters.

### **B. Organization Structure**

1. The convener of the Sub-committee, either an OC member or an Owner, must be nominated and appointed in the Owners' Committee meeting, and resolved by simple majority vote.
2. The members of each Sub-Committee must be the registered owners themselves or their immediate dependent whom authorized by the registered owner. Their identities will be verified by the Management Office.
3. The sub-committee should be composed of minimum 3 members and a maximum of 9 members. If the number of applicants exceeds the upper limit, those with relevant work experience will be given priority, and the remaining quota will be determined by drawing lots in the witness of Owner's Committee.

### **C. Rules for Operation**

1. The date, time and venue of each Sub-Committee meeting will be posted on the OC Notice Board 7 days in advance.
2. If the agenda of the Sub-Committee meeting involves sensitive content of the tenders like details of which might post potential conflict of interest with members, "Confidentiality Agreement" and "Conflict of Interest Statement" should be signed to declare. Otherwise, members should be excused from the meeting.
3. The Sub-Committee was established aim as advisory role for the Owners' Committee, without actual decision-making right upon estate management. Any proposal regarding enhancement in estate management, should be reported to the Owners' Committee for further discussion and resolution.

### **D. Meeting Minutes**

1. The meeting minutes of Sub-Committee will be recorded in the form of executive summary. The Convener has the authority in decision of the discussion recorded in the minutes.
2. The Management Office acts as the role of secretary for the Owners' Committee. If the representative of Management Office attended in the Sub-Committee meeting, the Management Office staff should assist in taking the minutes.
3. The Secretary of the Sub-Committee shall submit the meeting minutes to the Convener within 7 days after the meeting.

4. All recommendations of the Sub-committee must be submitted to the Owners' Committee for resolution.

**E. The Sub-committee and Convener of 9<sup>th</sup> Owners' Committee**

	<u>Sub-Committee of</u>	<u>Convener</u>
(1)	Finance	Mr. Samuel Fung (Tower 5)
(2)	Works and Maintenance	Mr. Alan Sit (Tower 1)
(3)	Security and Safety	Mr. Philip Mok (Tower 8)
(4)	Clubhouse and Recreation Facilities	Ms. Amy Ip (Tower 2)
(5)	Cleaning and Environment	Mrs. Becky Lee (Tower 1)

Please return to the  
Management Office in Tower 1  
on or before **21 April 2020**  
請於 2020 年 4 月 21 日前交回  
位於第一座管理處辦公室

## The Belcher's 寶翠園

### Application Form – Sub-committee Membership of 9<sup>th</sup> Owners' Committee 第九屆業主委員會 - 工作小組組員申請表

Name  
申請人姓名 : First Name 名 \_\_\_\_\_ Surname 姓氏 \_\_\_\_\_

Gender 性別 :  Male 男  Female 女

Address  
地址 : Flat \_\_\_\_\_ Floor \_\_\_\_\_ Tower \_\_\_\_\_  
第 \_\_\_\_\_ 座 \_\_\_\_\_ 樓 \_\_\_\_\_ 室

\*業主 Owner / 非業主 Non-Owner  
(\*請刪去不適用者 delete when appropriate)

Relationship with Owner  
申請人與業主的關係 : \_\_\_\_\_

Professional qualifications  
專業資格 : \_\_\_\_\_

Occupation  
職業 : \_\_\_\_\_

Related Experience  
相關經驗 : \_\_\_\_\_

Application for Sub-committee  
申請工作小組 : Please  for your choic  
請以  表示

Finance 財務小組  Work & maintenance  
工程及維修小組

Security & Safety  
保安及安全小組  Club House & Recreation Facilities  
會所及康樂設施小組

Cleaning & Environment  
清潔及環境小組

Tell us why do you want to join the Sub-Committee(s)? In what ways you can contribute through your participation?

請簡述您為什麼要加入小組委員會及在那方面可以作出貢獻。

Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
簽署 日期

Remarks:

1. Please read **Notes for Application** and **Introduction** for Sub-committee before completing this Application Form.
2. Please return this Application Form to the Management Office **on or before 21 April 2020 (Tue) at 6:00 p.m.**
3. You will be notified in two weeks for the outcome of the application.
4. Information collected will be solely used for the purpose of processing the application. Data will be destroyed upon end of the 9<sup>th</sup> Owners Committee term.

備註：

1. 請詳閱報名須知及工作小組簡介。
2. 請將此申請表表於 **2020 年 4 月 21 日(星期二)下午 6 時正或之前**交回管理處辦公室。
3. 您將於申請後大約兩星期收到通知有關請結果。
4. 此申請表的個人資料只會用作此招募用途。而相關資訊將於第九屆業主委員會任期完成後進行銷毀。