

## **STAFF AND FINANCE COMMITTEE**

### **人事及財務委員會**

**2020/2021**

#### **Committee Purpose**

##### **委員會的目的**

The Staff and Finance Committee is established to assist the Board of Directors in fulfilling its oversight responsibilities relating to:

人事及財務委員會成立的目的，是協助理事會履行下列監察責任：

1. The integrity of the TIC's financial reporting process and systems of internal controls regarding finance and accounting compliance.  
確保議會的財務匯報程序，以及在財務及會計合規方面的內部監控機制完備妥當。
2. The establishment of fair compensation programmes for the TIC's staff and the oversight of managerial staff recruitment.  
設立公平的議會職員補償計劃，監察管理人員的招聘事宜。

#### **Committee Responsibilities and Duties**

##### **委員會的責任及工作**

The Staff and Finance Committee's primary duties and responsibilities are to:

人事及財務委員會的主要工作及責任：

1. Review, recommend and submit for the Board's approval the TIC's budgets.  
審議議會的預算，並建議給理事會批准。
2. Review the TIC's annual audited financial statements and quarterly financial statements with management and to report to the Board every six months.  
與管理層審議議會的年度經審核財務報表及季度財務報表，並每半年向理事會匯報。
3. Formulate and review the financial policies of the TIC from time to time as need arises.  
視乎需要，不時制訂並審議議會的財務政策。
4. Consider any financial matters related to the TIC as considered necessary.  
如有需要，考慮關於議會的財務事宜。
5. Review, recommend and submit for the Board's approval the employment and severance arrangements of the Executive Director.  
審議總幹事的僱用及遣散安排，並建議給理事會批准。
6. Review and approve the employment and severance arrangements of the General Manager(s).  
審議並批准總經理的僱用及遣散安排。
7. Review and discuss recommendations by the management concerning salaries, bonuses, and other employment benefits of TIC staff.  
審議並討論管理層就議會職員的薪酬、獎金及其他僱用福利提出的建議。

8. Formulate and review the personnel policies of the TIC from time to time as need arises.  
視乎需要，不時制訂並審議議會的人事政策。
9. Consider any personnel matters related to the staff of the TIC as considered necessary.  
如有需要，考慮關於議會職員的人事事宜。

### **Composition**

#### **組成**

- The Committee shall comprise such members of the Board as the Board shall determine.  
委員會由理事會決定的理事會成員組成。

### **Quorum and frequency of meetings**

#### **會議的法定人數及次數**

- The quorum necessary for transacting general business at Committee meetings is one half of the members of the Committee plus one member present in person.  
委員會處理事務所需的法定人數為委員會人數的一半再加一。
- The meetings are held as deemed appropriate.  
委員會根據需要而召開會議。

### **Committee member list**

#### **委員名單**

Convenor: 召集人：	1. Ms Dilys CHAU 周雪鳳女士	TIC Independent Director 議會獨立理事 Partner (Assurance), Ernst & Young 安永會計師事務所合夥人(審計服務)
Trade Members*: 業界委員*：	2. Mrs Gianna HSU 徐王美倫女士	TIC Deputy Chairman 議會副主席 Director & General Manager, Towa Tours Ltd 東和旅遊有限公司董事兼總經理
	3. Mr Roy LO 羅啟邦先生	TIC Honorary Treasurer 議會名譽司庫 Director, Million Tour Ltd 萬通旅遊有限公司董事
	4. Mr Jason SHUM 沈朝生先生	TIC Deputy Chairman 議會副主席 Executive Director, Nan Hwa (Express) Travel Service Ltd 南華(快捷)旅行社有限公司執行董事

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| Non-trade<br>Members*:<br>業外委員*： | 5. Mr Jason WONG, <i>JP</i><br>黃進達先生 <i>JP</i>      | TIC Chairman<br>議會主席<br>Director, Hong Mei Travel Services Co<br>Ltd<br>康美旅行社有限公司董事                |
|                                  | 6. Mr Johnny K K LEUNG <i>JP</i><br>梁家駒先生 <i>JP</i> | TIC Honorary Secretary<br>議會名譽秘書<br>Solicitor, Johnny K. K. Leung & Co<br>梁家駒律師行律師                 |
|                                  | 7. Mr Jimmy POON, <i>MH</i><br>潘榮輝先生, <i>MH</i>     | TIC Independent Director<br>議會獨立理事<br>Director, Apex Insurance<br>(Holdings) Ltd<br>恒昌保險(控股)有限公司董事 |

\* In alphabetical order 依姓氏英文字母順序排列

(The Committee has four trade members and three non-trade members 委員會有四名業界委員和三名業外委員)