



Hong Kong Academy of Medicine

Young Fellows Chapter

Terms of Reference

1. Background

- 1.1. The Young Fellows Chapter (YFC) is an established body within the Hong Kong Academy of Medicine. It reports directly to the Academy Council.

2. Objectives and Duties

- 2.1. To consider matters delegated to it by the Academy Council, boards and committees, as well as provide feedback and comments on issues relevant to young Fellows.
- 2.2. To act as a platform for communication between young Fellows and the Academy Council, and a conduit for the views of young Fellows to be represented to the Council.
- 2.3. To promote young Fellows engagement and involvement in the Academy.
- 2.4. To enable collaboration with other Colleges and medical groups to promote professional development and research among young Fellows across the specialties locally and internationally.

3. Composition and Membership

- 3.1. An Academy Fellow with Fellowship awarded within the past 10 years is considered as a “young Fellow”.
- 3.2. The Governing Council of the YFC of the Academy consists of 15 to 30 committee members; each College can nominate up to 2 Fellows to join the Governing Council of YFC. The Chair, Vice-Chair, Honorary Secretary, Honorary Treasurer, and I.T. Officer of YFC are elected among the committee members by themselves on a one man one vote basis at the beginning of each term. The final composition of the YFC Governing Council needs to be approved by the Academy Council.

- 3.3. The President, the Chief Executive Officer or a designated Secretariat staff of the Academy may attend any YFC meeting and the President may chair any meeting. Other Fellows, or any person that can facilitate the function of YFC, can attend the meetings by invitation or by request of the Chair.
- 3.4. Neither the Chair of, nor any other member presiding at, the Governing Council shall vote, unless the votes of the other members are equally divided, in which case he/she shall give a casting vote. All other members of YFC have equal voting rights.

4. Terms of Office and Appointment Method

- 4.1. Each Governing Council member of the YFC will serve a term of one year, renewable for another year (max. 2 years), provided that such extension would not go beyond the member's 10-year post-conferment period.

5. Duties

- 5.1. YFC Chair and Vice-chair have to attend Council Meetings of the Academy in non-voting capacities. Other members have to attend the regular meetings / participate in the affairs of the Academy boards and committees in non-voting capacities. Each member will be invited to become an observer of one board / committee and provide inputs where appropriate. Members will also be required to observe the rules of procedure of the committees, including the principle of non-disclosure.
 - Education Committee
 - Editorial Board
 - Expert Advisory Group on Social Media
 - House Committee
 - HKJC ILCM Advisory Committee
 - HKJC DPRI Advisory Committee
 - Professionalism and Ethics Committee and its Task Forces
 - Social Subcommittee
 - Working Group on ePortfolio System
 - Working Group on Professional Indemnity Insurance
- 5.2. The YFC Governing Council should have a quarterly meeting to discuss agenda related to young Fellows. The YFC's proceedings shall be recorded in minutes by the elected Honorary Secretary and reported to the Academy Council.
- 5.3. A quorum shall be 50% of YFC.

- 5.4. All members should engage young Fellows of their respective Colleges to involve in Academy's events.
- 5.5. YFC is encouraged to organise events for young Fellows with endorsement by the Academy Council.