



Hong Kong College of Midwives
Membership Committee
Terms of Reference
Revised on 1st Aug, 2020
Version 3

1. Purpose

Membership Committee is a standing committee of the Council of the Hong Kong College of Midwives (the College). It is set up to coordinate all membership issues, including handling of new applications, and renewal or removal of membership from the College.

2. Terms of office

The terms of office of a member including the Chairperson shall normally be 3 years with eligibility for reappointment.

3. Size and Composition

- The Committee shall consist of the Council members of the College as well as co-opted fellow members;
- The Chairperson must be a Council Member appointed by the College; and
- The total number of members should be 3-5 of which more than 50% are Council Members, including the Chairperson.

4. Roles & Responsibilities

- To report to the Council of the College;
- To represent the College in attending the Membership Committee of the Hong Kong Academy of Nursing and participate corresponding issues;
- To handle and update the membership list after annual renewal exercise;
- To vet the application forms and its supporting documents from midwives who apply joining the College as Associate Members, Ordinary Members or Fellow Members;
- To elect members who have satisfied the requirements set by the Education Committee in respect to the basic, core and subspecialty levels;
- To recommend through the Council of the College to the Hong Kong Academy of Nursing for suitable candidates of Ordinary Members and Fellow Members; and
- To support the Council to elect an Honorary Fellows of the College.

5. Frequency of Meetings

- The Committee will meet once a year for the annual renewal exercise; and
- Depends on the application of Associate Member, Ordinary Member or Fellow Members, the Chairperson shall call for a meeting.