



## **Asia Pacific Hospice Palliative Care Network**

### **Finance and Administration Committee 21C**

#### **Membership**

1. All members of the Committee are appointed by the APHN Council.
2. Minimum number of members of the Committee is three.
3. The Executive Director of APHN serves as the Secretary to the Committee
4. Membership list as of August 2021:

Mr. KWAN Kam Fan (Chair)	<a href="mailto:fan3po@gmail.com">fan3po@gmail.com</a>
Ms. CHOO Shiu Ling (Co-Chair)	<a href="mailto:choo.shiu.ling@assisihospice.org.sg">choo.shiu.ling@assisihospice.org.sg</a>
Dr. Rumalie CORVERA	<a href="mailto:maecorvera@icloud.com">maecorvera@icloud.com</a>
Dr. Shirlynn HO	<a href="mailto:shirlynn.ho@singhealth.com.sg">shirlynn.ho@singhealth.com.sg</a>
Dr. ONG Wah Ying	<a href="mailto:ong.wah.ying@singhealth.com.sg">ong.wah.ying@singhealth.com.sg</a>
Dr. Akhilesh RAMASWAMY	<a href="mailto:akhileswaran.ramaswamy@ktph.com.sg">akhileswaran.ramaswamy@ktph.com.sg</a>
Ms. Katherine TAN	<a href="mailto:katherine.tan@assisihospice.org.sg">katherine.tan@assisihospice.org.sg</a>
Dr. WANG Ying Wei	<a href="mailto:drywwang@gmail.com">drywwang@gmail.com</a>

#### **Purpose**

The Committee is set up to establish, govern, and continuously review practices relating to financial, administrative, and human resource affairs. The Committee also reviews proposals raised by the APHN Secretariat on related matters, including annual budgeting and manpower planning, and advises the APHN Council on endorsement.

#### **Objectives of Committee**

1. To ensure that APHN is maintaining a proper set of financial accounts in compliance with the local regulations and that the details are transparent to the Council.
2. To ensure the daily operation of the APHN Secretariat is guided by proper administrative procedures.
3. To ensure that APHN is maintaining a proper set of human resource guidelines for recruitment, maintenance and development of an effective staff team.
4. To discuss issues relating to finance, administration, and human resource management and facilitate decision-making, if needed, of the APHN Council.



### **Duties and Authorities**

1. To be responsible to the APHN Council.
2. To establish, continuously review and govern the implementation of policies and guidelines relating to finance, administration, and human resource management.
3. To highlight and make recommendations to the APHN Council on non-routine financial decisions, administrative matters, and manpower movement.
4. To consider any other finance, administration, and human resources affairs delegated to the Committee by the Council.

### **List of deliverables**

1. To review and monitor monthly financial reports, annual budget, and annual auditing.
2. To review administrative issues and procedures when needed that may affect the effective operation of the APHN Secretariat.
3. To monitor the annual performance appraisal process and review the annual salary review as proposed by the Executive Director and make recommendations to the APHN Council.
4. To review annual work plan, budget, and manpower plan developed by the APHN Secretariat and make recommendations to the APHN Council.

### **Frequency and quorum of meetings**

The committee will meet quarterly to discuss on progress of on-going initiatives or new initiatives.

The quorum of the meeting shall be at least half of the or at least three members, whichever number is higher. In the event of voting needed for any decision to be made, and when there is a tie, the Chair will have the final voting rights to the decision made.

In the event the chairperson is not available to attend a meeting, the co-chairperson will deputise.

### **Terms of Reference review**



## ASIA PACIFIC HOSPICE PALLIATIVE CARE NETWORK

*Linking palliative care in Asia and the Pacific*

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The terms of reference will be reviewed yearly and shared with the Council whenever there is a revision.