

管治團隊 Governance and People

名譽理事

Council to the Board

名譽理事按年贊助本會部份行政及運作經費，支持我們推動助學工作，本會深表謝意。

We take the opportunity to thank our Council to the Board members for their unrelenting support to help carry out our mission and works.

尹柏權先生	Mr. Wan Pak Kuen
伍永漢先生	Mr. Anthony Ng
吳永光先生	Mr. Eric Ng
李穎妍小姐	Ms. Vivian Li
孟顧迪安女士	Mrs. Louise D. A. Mon
林漢武律師	Mr. Frederick H. M. Lam
施永青先生	Mr. Shih Wing Ching
洪磯正醫生	Dr. Hung Kei Ching, Kevin
梁天富先生	Mr. Eddie Leung
陳炎光先生	Mr. Chan Yim Kwong
陳炳根先生	Mr. Raymond Chan
陳璟瓏先生	Mr. Eric Chen
馮玉珍女士	Ms. Gayle Fung
葉鄧麗芬女士	Mrs. Fannie Yip
葉應洲先生	Mr. Tommy Ip

名譽顧問

李焯芬教授
梁君國博士
程介明博士
楊清瑞先生

義務法律顧問

何善應律師
李鳳翔律師
陳可義律師
遇峰律師
蔡貞律師
龔麗艷律師

義務核數師

黃偉健會計師事務所
盧子葵會計師事務所

義務公司秘書

卓佳秘書商務有限公司

助學大使

張家輝先生

Honorary Advisers

Prof. Lee Chack Fun
Dr. Leung Kwan Kwok
Dr. Cheng Kai Ming
Mr. C. S. Yeo, Jimmy

Honorary Legal Advisers

Mr. Lincoln Ho
Mr. Li Fung Cheung, John
Mr. Chan Hor Yee, Alex
Mr. Yu Feng
Ms. Jessica Cai
Ms. Gon Liyan

Honorary Auditors

W. K. Wong & Co.
T. K. Lo & Co.

Honorary Company Secretary

Tricor Secretaries Limited

Education Support Ambassador

Mr. Cheung Ka Fai, Nick

管治團隊 Governance and People

義務董事局

董事局為本會的最高決策層，專責管治、審議及制訂發展方向。董事局成員任期兩年，並由會員於每年 10 月期間舉行的周年會員大會上投票選出。各董事局成員均以義務身份參與會務。

董事局最少每月開會一次，亦會按需要召開特別會議。2017-2018 年度，董事會共舉行了 12 次會議，平均出席率為 78%。

Volunteer Board of Directors

The Board of Directors is the top decision-making team which is responsible for management, control and strategic planning. The Board members are elected by the members in the Annual General Meeting held in Oct every year.

Regular Board meetings are held at least once a month and also convene special meetings on an ad hoc basis. In last fiscal year, 12 Board meetings were held with an average attendance rate of 78%.

		會議出席記錄		出席率	Attendance Rate	備註	Remarks
		Meeting attendance record					
主席	Chairperson	何毅良	Albert Ho	12/12	100%		
副主席	Deputy Chairperson	白保羅	Paul Pak	12/12	100%		
		李雪冰	Vickie Li	7/8	88%	辭職	Resigned: 2/2018
		程淑瑩	Vanessa Ching	8/9	89%	上任	On board: 10/2017
董事	Directors	毛錫強	Gilbert Mo	8/12	67%		
		李殷傑	Raymond Lee	9/12	75%		
		孫天峰	David Sun	3/12	25%		
		張漢芬	Alex Cheung	8/11	73%	4 月代表苗圃出席活動	Attended event on behalf of Sowers Action in April
		莫依丹	Mok Yi Dan	9/12	75%		
		陳佩儀	Doreen Chan	9/9	100%	上任	On board:10/2017

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義務執行委員會

董事局下設執行委員會，專責協助董事局執行助學工作。執行委員會現有五個部門，負責資助事務、行政及宣傳等工作，並透過與不同機構建立夥伴關係及組織各類籌款活動等不同途徑，向公眾宣傳及推廣本會的各项工作。絕大部份執委會成員均以義務身份參與苗圃行動的會務。

Volunteer Executive Committee

Sowers Action operates through an Executive Committee which reports directly to the Board. There are 5 major departments which responsible for project funding service, administration and promotion etc. In addition, we, from time to time, cooperate with different partners and organize various fundraising activities to raise public awareness. The Executive Committee is made up of volunteers in great extent.

主席	蔡兆明	Chairperson	Choi Shiu Ming
副主席	張容貞 +	Deputy Chair	Marjorie Cheung+
副主席	廖遠大 *	Deputy Chair	Gordon Liu*
副主席	梁玉潔	Deputy Chair	Leung Yuk Kit
傳訊及籌款部部長	林樂欣	Head of Communications & Fundraising Department	Rita Lam
傳訊及籌款部副部長	張益謙	Deputy Head of Communications & Fundraising Department	Cheung Yik Him
傳訊及籌款部副部長	黃淑勤	Deputy Head of Communications & Fundraising Department	Rain Wong
資助事務部部長	張容貞 +	Head of Project Funding Services Department	Marjorie Cheung+
財務部副部長	楊志雄 *	Deputy Head of Finance Department	CH Yeung*
財務部副部長	陳凱賢	Deputy Head of Finance Department	Michael Chen
人力資源及總務部部長	張民光	Head of Human Resources and General Affairs Department	Thomas Cheung
人力資源及總務部副部長	伍國榮	Deputy Head of Human Resources and General Affairs Department	Dan Ng
人力資源及總務部副部長	孫民輝	Deputy Head of Human Resources and General Affairs Department	Eddie Suen
資訊科技部部長	許翼熙 *	Head of Information Technology Department	Jason Hui*
資訊科技部部長	郭恆進	Head of Information Technology Department	Derek Kwok

+ 職員 Staff

* 已離職 Resigned

排名按中文筆劃序 The list is in Chinese stroke order.

管治及團隊 Governance and People

職員薪酬委員會

職員薪酬委員會（簡稱：職薪會）為董事局下的一個常設功能性委員會，成員由當屆董事局委任。職薪會由四至七人組成，總幹事（作為職員代表）和負責行政管理的董事為當然成員，該董事亦會擔任職薪會召集人。職薪會的決定以簡單多數票通過，如遇到相同票數，召集人*將擁有多一票。

具體職能如下：

1. 每年檢討及建議職員服務條件、合約條款、年評表；
2. 參考每年政府及當地就業市場薪酬趨勢結果來檢討及更新年度薪級表；
3. 評估新增或減少職級的必須性，財務預算影響；
4. 如有需要，召集人可就新增職位諮詢職薪會意見；
5. 如董事局有需要，可向職薪會諮詢，職薪會亦有責任提供意見；
6. 職薪會的其他職能可參照「苗圃香港辦事處僱員及人事守則」。若有需要更新或更改此守則，可由總幹事/執行幹事提出，交職薪會討論及審議，再呈董事局通過。

召集人	張漢芬
委員	林健民
委員	許彬彬 +
委員	程淑瑩
委員	歐豪
委員	蔡明威

* 註：就個別職員的上級提交的員工年評、表現獎酬、懲處、晉升建議等，須由召集人確認。

Staff Remuneration Committee

Staff Remuneration Committee is a standing functional committee under the incumbent Board of Directors which appoint members to the Committee. The Committee shall have four to seven members with the Chief Executive Officer (as staff representative) and the Board Director responsible for administration being ex officio members. The Board Director will also sit as the Committee Convener. The Committee rules by simple majority voting and, in the case of equal voting, the Convener* is entitled to an extra deciding vote.

Responsibilities:

- 1) Review and recommend employment terms, service conditions and performance appraisals.
- 2) Review annual salary increment levels with reference to the salary trends of local employment market situations and government employees.
- 3) Consider the need for expansion or reduction of staffing establishment and consequent financial impacts.
- 4) Render advice to the Convener regarding additional hiring of staff when requested.
- 5) Provide suggestions and advice to the Board of Directors when requested.
- 6) To deliberate proposed amendments to the "Sowers Action Employee Handbook" which lists out in details other responsibility of the Committee. Amendment proposals should first go through the Chief Executive Officer/Executive Officer before submitted for discussion. Final approval from the Board of Directors is required.

Convener	Alex Cheung
Committee	Jay Lam
Committee	Brianna Hui+
Committee	Vanessa Ching
Committee	Eddie Au
Committee	Benjamin Choi

*Note: Individual staff members' appraisals, recommendations for salary increments, promotions or punishments as put forth by their supervisors shall be confirmed by the Convener.

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保險遴選委員會

保險遴選委員會（簡稱保險小組）屬於諮詢架構，其成員由當屆董事局委任，直屬執委會管理。

保險小組成員不少於 6 位，包括：董事局或執委會成員、籌款活動部代表、會方財務代表、獨立成員（包括保險業界、在公司內負責保險管理事宜人士）等，並自行選出召集人。

具體職能如下：

1. 按苗圃行動的保險需要，設計合適服務框架，向董事局提供建議；
2. 負責遴選保險服務供應商和相關跟進事宜；
3. 每年檢討及更新各保險服務需要和必要性，就年度保險預算，向執委會提供意見；
4. 如董事局、執委會、各籌款活動委員會有需要，保險委員會會就保險事宜提供意見和適當協助；
5. 如發生保險事故，協助會方為傷者安排救援和保險索償等事宜；
6. 小組成員需要就所處理事項申報利益，如有利益衝突，不能參與相關討論。

主席
委員
委員
委員
委員
委員
委員
委員
委員

李雪冰
王琦 +
伍麗萍
李清萍 + *
林秀民
區紹輝
張容貞 +
張益謙
陳桂蓮 + *

Insurance Selection Committee

Insurance Selection Committee is a consultative group with its members appointed by the Board of Directors and managed by the Executive Committee.

It should comprise not less than 6 members, including those from the Board of Directors or Executive Committee, ordinary members appointed for their financial expertise, a representative from the fundraising department, as well as independent persons who are invited for being practitioners in the insurance industry or involved in the management of insurance issues in their respective organizations.

The committee shall upon formation elect its convener at the first meeting.

Responsibilities:

- 1) Design and recommend an appropriate insurance framework to the Board of Directors to suit operation needs.
- 2) Review and select insurance service providers and follow up with their services.
- 3) Review and update insurance service needs on an annual basis, and make budgetary recommendations to the Executive Committee.
- 4) Provide counselling, feedback and assistance regarding insurance issues to the Board of Directors, Executive Committee and various fundraising committees upon request.
- 5) Render assistance in rescue arrangement in the event of incidents and insurance claims.
- 6) Members should make declaration of interests in deliberating insurance issues and could not take part when there is a conflict of interests.

Chairperson
Committee
Committee
Committee
Committee
Committee
Committee
Committee
Committee

Vickie Li
Gigi Wong+
Monica Ng
Alice Li+ *
Mark Lam
Eddie Au
Marjorie Cheung+
Cheung Yik Him
Bonnie Chan+*

+ 職員 Staff
* 已離職 Resigned

管治及團隊 Governance and People

財務委員會

財務委員會及其成員由當屆董事局委任，直屬董事局管理，並自行選出召集人，財務董事為當然成員，但不可擔任召集人。

具體職能如下：

1. 檢討苗圃行動的財務制度，進行內部審查及風險管理（財務部），監察會務依制度運作；
2. 就年度財務預算、審計報告向董事局提供意見；
3. 檢討各基金之管理及使用；
4. 委員會應就董事局、執委會或財務部提出的徵詢事宜，提供意見及適當協助；
5. 協助財務董事於週年大會向會員匯報當屆財務報告或重大財務事宜，如制度轉變等。

Finance Committee

Members of the Finance Committee are appointed by the Board of Directors and under the Board's direct supervision. The Director (Finance) is an ex officio member but could not assume the position of convener. Committee members shall elect their convener.

Responsibilities:

- 1) Review the financial structure of Sowers Action, conduct internal audits and oversee risk management (Finance Department), ensure full compliance with established procedures.
- 2) Advise the Board of Directors with regard to budget and audit reports.
- 3) Review the management and disbursement of various funds.
- 4) Provide advice and assistance upon requests from the Board of Directors, Executive Committee and Finance Department.
- 5) Assist the Director (Finance) in releasing the yearly financial report or major changes in fiscal procedures or practices at the Annual General Meeting

召集人	林健民	Convener	Jay Lam
委員	王琦 +	Committee	Gigi Wong+
委員	白保羅	Committee	Paul Pak
委員	李清萍 +*	Committee	Alice Li+*
委員	容夏谷	Committee	Victor Yung
委員	朱冬	Committee	Zhu Dong
委員	陳桂蓮 +*	Committee	Bonnie Chan+*
委員	陳凱賢	Committee	Michael Chen
委員	楊志雄 *	Committee	C. H. Yeung*
委員	廖遠大	Committee	Gordon Liu

+ 職員 Staff
* 已離職 Resigned

管治團隊 Governance and People

財務部 Finance

日常收支組 Accounting Group

孫民輝	Eddie Suen
梁妙嫦	Leung Miu Sheung
梁淑芬	Leung Sheuk Fan
陳 薇	Chan Mei
劉鳳英	Lau Fung Ying
關艷蘭	Carrie Kwan

定期捐款 Regular Donation Group

歐陽詠儀	Clara Au Yeung
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陳誠勵永續助學基金投資小組 Investment Committee of Ada Chan Perpetual Education Fund

委員	毛錫強	Committee	Gilbert Mo
委員	何毅良	Committee	Albert Ho
委員	程淑瑩	Committee	Vanessa Ching
委員	蔡兆明	Committee	Choi Shiu Ming

人力資源及總務部 Human Resources and General Affairs Department

部長	張民光	Head of Department	Thomas Cheung
副部長	伍國榮	Deputy Head of Department	Dan Ng
副部長	孫民輝	Deputy Head of Department	Eddie Suen
會員大會	程淑瑩	AGM Group	Vanessa Ching
會員大會	郭少芳	AGM Group	Fion Kwok
會員大會	王秀芬 +	AGM Group	Maggie Wong+
倉務	孫民輝	Warehouse	Eddie Suen
會員福利組	伍國榮	Member Privilege Group	Dan Ng

+ 職員 Staff
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傳訊及籌款部 Communications & Fundraising Department

部長	林樂欣	Head of Department	Rita Lam
副部長	張益謙	Deputy Head of Department	Cheung Yik Him
副部長	黃淑勤	Deputy Head of Department	Rain Wong
高級項目幹事	王順華 +	Senior Project Officer	Phyllis Wong+
項目幹事	梁學妍 +	Project Officer	Kanis Leung+
項目幹事	陳依媚 +	Project Officer	Margaret Chan+
項目幹事	謝慧嫻 +	Project Officer	Hannah Tse+
委員	熊嘉欣	Committee	Kathy Hung
委員	吳麗雲	Committee	Fiona Ng

資訊科技部 Information Technology Department

部長	許翼熙 *	Head of Department	Jason Hui*
部長	郭恆進	Head of Department	Derek Kwok
委員	白保羅	Committee	Paul Pak
委員	吳穎欣 +	Committee	Priscilla Ng+
委員	張益謙	Committee	Cheung Yik Him
委員	章俊齡	Committee	Aegean Cheung
委員	鍾志傑	Committee	Kidd Chung

+ 職員 Staff
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資助事務部 Project Funding Services Department

資助事務經理	張容貞 +	Manager	Marjorie Cheung+
高級項目幹事	李銘濠 +	Senior Project Officer	Johnny Lee+
項目幹事	吳穎欣 +	Project Officer	Priscilla Ng+
委員	何錦輝	Committee	Fan Ho
委員	吳誌華	Committee	Richard Ng
委員	洪舜良	Committee	Hung Shun Leung
委員	梁玉潔	Committee	Leung Yuk Kit
委員	陳依媚	Committee	Margaret Chan
委員	單冬怡	Committee	Toni Zen

資助事務部下設有多個專責小組，分擔不同範疇的工作：

■ 資助項目審批委員會

審批委員會由資助事務部部長和資深義工組成，約三至四人，具體職能如下：

1. 審核由資助事務部推薦的項目和項目修訂，就是否資助該等項目的申請或修訂，在項目提交日期起 14 天內作出批示回覆。
2. 對審批項目的內容向項目負責人員作出查詢，或就項目的具體執行提供意見。
3. 項目需最少一半委員同意才可通過，如票數相同，部長可作最終決定。
4. 項目經審批委員會通過後，再呈董事局作最後決定。

There are a number of standing groups established under the Project Funding Services Department and are charged with different work areas.

■ Project Assessment Committee

The Project Assessment Committee comprises three to four members including the head of Project Services Funding Department and experienced volunteer members. Its responsibilities are to:

1. Examine project proposals and recommended project amendments put forward by the Project Funding Services Department and replied are to be delivered within 14 days of submission.
2. Liaise with responsible project officers for clarification and/or make suggestions and advice on project implementation.
3. All proposed projects shall be endorsed for implementation by at least half of committee members and, in the case of equal voting, the Head of Project Funding Services Department has the final deciding vote.
4. All projects agreed upon by the Committee are subject to the final approval of the Board of Directors.

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資助事務部 Project Funding Services Department

■ 學生發展小組

學生發展小組由義工組成，具體職能如下：

1. 就各學生資助項目的推行及發展提供意見。
2. 協助聯繫各方合適資源。

■ 兒童及青少年福利組

兒童及青少年福利組由義工組成，具體職能如下：

1. 就兒童之家項目的推行及發展向資助事務部提供意見。
2. 為各院舍的日常運作、管理、孩童管教、對外聯系等事務，向資助事務部提供意見。
3. 協助聯繫各方面合適資源。

■ 工程組

工程組由工程師義工組成，具體職能如下：

1. 審閱建校項目的建築圖紙，以確保其符合各類標準，並為學校的設計提供意見。
2. 為在建工程進度報告、工作組報告提供意見。

■ 師資培訓組

師資培訓組由義工組成，具體職能如下：

1. 就師資培訓項目的推行及發展提供意見。
2. 為新項目進行調研，與受助方協商項目開展詳情，統籌項目的進行。
3. 協助聯繫各合適資源。

■ Student Development Group

The Group consists of volunteers and is tasked to:

1. Provide suggestions to the development and implementation of student sponsorship programmes.
2. Liaise with and solicit resources support from various interested entities.

■ Children and Youth Welfare Group

The Group consists of volunteers and is tasked to:

1. Provide advice and suggestions to the Department with regard to the development and implementation of Children's Home projects.
2. Provide advice and suggestions to the Department with regard to these homes' daily operation, management, child caring and external liaison, etc.
3. Liaise with and solicit resources support from various interested entities.

■ Engineering Group

The Group consists of volunteers with engineering background and is tasked to:

1. Examine construction drawings of funded school building projects to ensure full compliance with relevant construction standards, legal and regulatory requirements, as well as to provide opinion on their designs.
2. Provide advice on progressing construction projects and reports from project working groups.

■ Teacher Development and Training Group

The Group consists of volunteers and is tasked to:

1. Provide advice and suggestions for the development and implementation of teacher training and development projects.
2. Conduct research for new projects, liaise with recipient entities for potential cooperation and coordination in the implementation of projects.
3. Liaise with and solicit resources support from various interested entities.

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資助事務部 Project Funding Services Department

■ 學校發展小組組

學校發展小組由義工組成，具體職能如下：

1. 就師資培訓項目在相關學校的落實和推展提供意見。
2. 為新項目進行調研，與受助方協商項目開展詳情，統籌項目的進行。
3. 協助聯繫各方面合適資源。

■ 特殊教育小組

特殊教育小組由義工組成，大部份具有相關專業資格，具體職能如下：

1. 就特殊教育培訓的推行及發展提供意見。
2. 為新項目進行調研，與受助方協商項目開展詳情，統籌項目的進行。
3. 協助聯繫各方面合適資源。

■ 學生課後輔導計劃組

課後輔導計劃由輔導老師組成，具體職能如下：

1. 按項目計劃，在指定日期到受惠學校為學生進行課後輔導。
2. 反饋項目意見及成效予資助事務部。

■ School Development Group

The Group consists of volunteers and is tasked to:

1. Provide advice and suggestions with regard to the development and implementation of teacher training projects in related schools.
2. Conduct research for new projects, liaise with potential recipients for cooperation and coordination in project implementation.
3. Liaise with and solicit resources support from various interested entities.

■ Special Education Group

The group consists of volunteers with the majority of them possessing relevant professional qualifications. It is tasked to:

1. Provide advice for the development and implementation of Special Education projects.
2. Conduct research for new projects, liaise with targeted beneficiaries for possible cooperation and coordination in the project implementation.
3. Liaise with and solicit resources support from various interested entities.

■ After School Tutorial Services Group

The group consists of tutors from various disciplines and group members are required to:

1. Provide tutorial services to students according to planned schedules.
2. Provide feedback and evaluation reports to the Project Funding Services Department.

管治團隊 Governance and People

香港辦事處 Hong Kong Office

行政辦事處

總幹事

許彬彬

Executive Office

Chief Executive Officer

Brianna Hui

執行幹事

張容貞

Executive Officer

Marjorie Cheung

財務及行政部

會計主任

王琦

Finance & Administration Department

Accounting Officer

Gigi Wong

會計主任

李清萍*

Accounting Officer

Alice Li*

會計主任

陳桂蓮*

Accounting Officer

Bonnie Chan*

高級會計文員

王秀芬

Senior Accounts Clerk

Maggie Wong

辦公室文員

林雪芬

Office Clerk

Feony Lam

傳訊及籌款部

高級項目幹事

王順華

Communications & Fundraising Department

Senior Project Officer

Phyllis Wong

項目幹事

梁學妍

Project Officer

Kanis Leung

項目幹事

陳依媚

Project Officer

Margaret Chan

項目幹事

謝慧嫻

Project Officer

Hannah Tse

資助事務部

資助事務經理

張容貞

Project Funding Services Department

Manager

Marjorie Cheung

高級項目幹事

李銘濠

Senior Project Officer

Johnny Lee

項目幹事

吳穎欣

Project Officer

Priscilla Ng

管治團隊 Governance and People

雲南辦事處 Yunnan Office

辦事處主任	鄧恒凌	Administrator	Deng Heng Ling
高級行政幹事	李依穎 *	Senior Administration Officer	Li Yi Ying*
高級項目幹事	王豔瓊	Senior Project Officer	Wang Yan Qiong
高級項目幹事	顏巧	Senior Project Officer	Yan Qiao
項目幹事	李貴蓮	Project Officer	Li Gui Lian
項目幹事	張珍	Project Officer	Zhang Zhen
助理項目幹事	田琰 *	Assistant Project Officer	Tian Yan*
助理項目幹事	施元玲	Assistant Project Officer	Shi Yuan Ling
助理項目幹事	孫浩珊 *	Assistant Project Officer	Sun Hao Shan*
助理項目幹事	郭燕青	Assistant Project Officer	Guo Yan Qing