

機構事務

Corporate Affairs

系統發展及 資訊科技提升計劃

運用數碼科技提升系統建設以促進運作效能是本局近年策略重點之一。本局獲香港賽馬會慈善信託基金資助，開發一套更全面的義工網絡系統。此外，亦獲社會福利發展基金兩項撥款，分別用以提升機構財務管理及改善西園長者中心的會員系統。義工網絡系統預計於2020年年底正式啟用，而其餘兩項工程亦正加緊進行。

為配合本局開發的各項系統，同時提升網絡安全，本局制訂「工作效率及網絡安全提升計劃」，分階段進行資訊科技及網絡系統提升工程。

2019會員大會

本局2019周年會員大會於11月26日舉行，報告機構過去一年的工作成果及財務狀況，並選出2019-2020年度新一屆董事會。

System Development and IT Upgrading Project

The application of digital technology for system improvement to enhance operational efficiency has been our strategic focus in recent years. Funded by The Hong Kong Jockey Club Charities Trust, the development of a new and comprehensive volunteer engagement system was underway for completion expected by the end of 2020. In addition, we have received allocation from the Social Welfare Development Fund on two projects, one for the upgrade of the financial management system, and the other to enhance the membership management system of the Western Garden Neighbourhood Elderly Centre. Both projects were in steady progress.

To meet the network security needs of the various system implementation initiatives, the Agency launched the Work Efficiency and Network Security Upgrading Project, which were implemented in phases.

Annual General Meeting 2019

The Annual General Meeting 2019 was held on 26 November to report on the Agency's work achievements and financial status of the past year and to elect the Board of Directors for 2019-2020.

2019-2020董事會與會員及嘉賓合照

Board of Directors for 2019-2020 with AVS members and guests





2019-2020董事會
Board of Directors for 2019-2020

職員傑出表現獎

為嘉許及鼓勵職員的工作表現，本局設立傑出表現獎，年度獲獎的職員有12名。

Outstanding Staff Award

To recognize and encourage excellent performance, the Outstanding Staff Awards were presented to 12 staff members.

職員傑出表現獎 Outstanding Staff Award

陳志梅女士	Ms Chan Chi Mui, Natalie	梁紫珊女士	Ms Leung Chi Shan, Jessie
陳嘉樂先生	Mr Chan Ka Lok	勞加宜女士	Ms Lo Ka Yi, Christy
張明翠女士	Ms Cheung Ming Chui, Candy	曾昭濂先生	Mr Tsang Chiu Lim, Eric
張瑞儀女士	Ms Cheung Shui Yee, Shirley	黃美施女士	Ms Wong Mei See, Margaret
馮順雄先生	Mr Fung Shun Hung, Francis	王苑玲女士	Ms Wong Yuen Ling, Elaine
劉定忠先生	Mr Lau Ting Chung, Texas	易婉文女士	Ms Yi Wan Wen, Jojo



本局主席沈之弘醫生頒發職員傑出表現獎
AVS Chairman Dr Shum Chi Wang presented the Outstanding Staff Awards



長期服務獎

為嘉許長期服務的董事、委員、義務法律顧問、職員和義務職員，本局頒發長期服務獎。年內達指定服務年期的5名董事及委員、義務法律顧問、2名職員和9名義務職員獲嘉許。

Long Service Award

Long-serving members and staff whose length of service reached a designated number of years would be presented the Long Service Award. In the year, 5 Board and Committee members, Honorary Legal Advisors, 2 staff and 9 volunteer staff members were recognized.

長期服務獎 — 董事

沈之弘醫生 (20年)
黎年GBS太平紳士 (5年)

Long Service Award — Board Members

Dr Shum Chi Wang (20 years)
Mr Lai Nin, Alan, GBS, JP (5 years)

長期服務獎 — 委員

楊智堅先生MBE (20年)
關永華先生 (15年)
何錢每豐女士 (10年)

Long Service Award — Committee Members

Mr Yeung Chi Kin, James, MBE (20 years)
Mr Kwan Wing Wah, Leo (15 years)
Mrs Ho Ch'ien May Fung (10 years)

長期服務獎 — 義務法律顧問

李志華律師MH (20年)
羅文錦律師樓 (20年)

Long Service Award — Honorary Legal Advisors

Mr Lee Chee Wah, Wilfred, MH (20 years)
Lo & Lo Solicitors & Notaries Public (20 years)

長期服務獎 — 職員

鍾媛梵女士 (40年)
張瑞儀女士 (30年)

Long Service Award — Staff

Ms Chung Woon Fan, Flora (40 years)
Ms Cheung Shui Yee, Shirley (30 years)

長期服務獎 — 義務職員

洪清嫻女士 (20年)
白勵瑩女士 (15年)
李應鴻博士, 工程師 (10年)
潘炳良先生 (10年)
王國強先生 (10年)
湛葆兒女士 (5年)
陳錦富先生 (5年)
陳柏樺先生 (5年)
鄺寶鈴女士 (5年)

Long Service Award — Volunteer Staff

Ms Hung Ching Han, Stella (20 years)
Ms Pak Lai Ying, Hilda (15 years)
Ir Dr Li Ying Hung, Michael (10 years)
Mr Poon Ping Leung, Allan (10 years)
Mr Wong Kwok Keung (10 years)
Ms Cham Po Yi, Toby (5 years)
Mr Chan Kam Fu, Calvin (5 years)
Mr Chan Pak Wah, Billy (5 years)
Ms Kwong Po Ling, Sandy (5 years)



本局主席沈之弘醫生(圖二左)、委員楊智堅先生(圖一右)及何錢每豐女士(圖三右)在周年會員大會上接受長期服務獎

AVS Chairman Dr Shum Chi Wang (left in the 2nd picture), Committee members Mr James Yeung (right in the 1st picture) and Mrs May Ho (right in the 3rd picture) received the Long Service Awards at the Annual General Meeting



民政事務局副局長陳積志先生(左四)在本局主席沈之弘醫生(左五)陪同下，頒發長期服務獎予義務職員(由左至右)：陳錦富先生、陳柏樺先生、潘炳良先生、李應鴻先生、王國強先生及白勵瑩女士

Mr Jack Chan, Under Secretary for Home Affairs (4th from left), accompanied by Dr Shum Chi Wang, AVS Chairman (5th from left), presented the Long Service Awards to volunteer staff (from left to right): Mr Calvin Chan, Mr Billy Chan, Mr Allan Poon, Mr Michael Li, Mr Wong Kwok Keung and Ms Hilda Pak



本局主席沈之弘醫生(中)頒發職員長期服務獎予鍾媛梵女士(右)及張瑞儀女士(左)

Dr Shum Chi Wang, AVS Chairman (middle) presented the Long Service Staff Awards to Ms Flora Chung (right) and Ms Shirley Cheung (left)

義務職員嘉許

過去一年為本局服務的義務職員接受本局頒發感謝狀。

Appreciation to Volunteer Staff

Volunteer staff serving in the past year were presented a Certificate of Appreciation.



本局副主席范佐浩先生頒發感謝狀予義務職員

Mr Paul Fan, AVS Vice-Chairman presented Certificates of Appreciation to volunteer staff



本局副主席曾佩娟女士頒發感謝狀予義務職員

Ms Camilla Tsang, AVS Vice-Chairman presented Certificates of Appreciation to volunteer staff



2019全體職員會議

本局每年召開全體職員會議，加強內部溝通，使各級職員及義務職員了解機構的發展目標及工作計劃。2019全體職員會議於5月5日舉行。本局主席沈之弘醫生到場向出席的職員及義務職員給予勉勵，並共晉午餐。

All Staff Meeting 2019

The annual All Staff Meeting 2019 was held on 5 May with a view to strengthening internal communication and to familiarizing staff and volunteer staff members with the Agency's goals and work plans. AVS Chairman Dr Shum Chi Wang was also present and joined the lunch gathering to give encouragement and support.



本局主席沈之弘醫生分別與各單位職員及義務職員合照
AVS Chairman Dr Shum Chi Wang pictured with staff and volunteer staff from different units



職員福利、培訓及活動

本局鼓勵職員及義務職員持續專業發展，除了推薦他們參加相關的課程和研討會，更提供資助，讓他們充實自己，不斷增值。年內，機構資助5名職員及1名義務職員出席在泰國曼谷舉行之第16屆國際義工協會亞太區義工會議暨青年會議，另資助1名經理及兩名主任分別到內地四川及廈門進行交流考察，並資助1名助理級職員修讀為期3年的社會工作高級文憑兼讀課程。

此外，為提升職員及義務職員溝通能力及壓力管理技巧，年內邀請駿才策略顧問(香港)有限公司首席培訓師余惠芳女士及香港心理衛生會教育主任區敏怡女士，分別主講「透過個人風格提升溝通技巧」及「壓力管理工作坊」。

聯誼活動方面，本局年內資助職員會舉行周年大會暨晚會及聖誕聯歡會，促進團隊精神和加強對機構歸屬感。

Staff Welfare, Development and Activities

AVS encourages continuous professional development by providing financial support to staff and volunteer staff to undergo job-related training programmes and workshops. In the year, AVS subsidized 5 staff and a volunteer staff to attend the 16th International Association for Volunteer Effort (IAVE) Asia-Pacific Regional Volunteer Conference and Youth Conference in Bangkok Thailand, and a manager and 2 officers to join the exchange tours to Sichuan and Xiamen in the Mainland respectively. Further, sponsorship was provided to an assistant staff to study a 3-year part-time course of Higher Diploma in Social Work.

To enhance staff members' communication and stress management skills, Ms Cindy Yu, Principal Trainer of Legend Strategic Consultancy (HK) Ltd and Ms Ivy Au, Education Officer of Mental Health Association of Hong Kong were invited to conduct workshops on the topics of 'Mastering Your Communication Skills through Social Style' and 'Stress Management' respectively.

The AVS Staff Club, subsidized by the Agency to provide staff with social and recreational activities, organized its Annual General Meeting cum Dinner and Christmas Party to promote the team spirit and to reinforce their sense of belonging to the Agency.



職員會周年大會暨晚會
Staff Club Annual General Meeting cum Dinner

職員及義務職員培訓及發展項目 Staff and Volunteer Staff Training and Development

培訓類別 Types of Training	課程數目 No. of Courses	參加者數目 No. of Participants	培訓時數 No. of Training Hours
義務工作理念和管理 Volunteer Service Management	3	22	133
企業管治 Corporate Governance	10	14	37
財務及優質管理 Finance & Quality Management	7	9	24
領導才能 / 溝通和團隊合作 Leadership / Communication & Team Building	3	125	474
資訊科技 Information Technology	9	10	40
工作知識和技巧 Job Knowledge & Skills	22	126	494
本地研討 / 分享會 Local Seminar / Sharing	7	19	54
境外研討 / 交流 International & Regional Conference / Exchange	3	9	222
合計 Total	64	334	1,478

義務工作發展局 服務中心參訪活動

為使新任董事、委員，以及合作機構及捐助者對本局服務運作有更深認識，本局於2019年7月16日安排參訪日，讓他們到訪各服務單位。

AVS Familiarization Visit

A familiarization visit to different service units was arranged on 16 July 2019 to allow AVS new Board and Committee members, partners and donors to have a better understanding on the service operation of the Agency.



參訪團合照
The visiting group