

**The Hong Kong College of Anaesthesiologists  
Young Fellows Committee  
Terms of Reference**

**1. Background**

- 1.1. The Young Fellows Committee (YFC) is established within the Hong Kong College of Anaesthesiologists. It reports directly to the College Council.

**2. Objectives and Duties**

- 2.1. To deliberate on matters delegated to it by the College 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 College Council and to channel the views of Young Fellows to the Council
- 2.3. To promote the engagement and involvement of Young Fellows in College affairs
- 2.4. To promote physical and psychological well-being amongst Young Fellows
- 2.5. To organize activities that engage Young Fellows in the following areas
  - 2.5.1. leadership training or professional development
  - 2.5.2. academic / anaesthesia specialty related
  - 2.5.3. social networking
  - 2.5.4. promotion of personal well-being

**3. Composition and Membership**

- 3.1. A 'Young Fellow' of the College is someone who has obtained his/her first HKCA Fellowship within the past 10 years
- 3.2. The YFC of the College consists of a minimum of 12 to a maximum of 15 committee members; preferably with at least one representative from each hospital cluster of Hong Kong, and at least one from private practice for balanced representation. Within each committee, two places will be reserved for ICU Fellows, and one place will be reserved for Pain Fellows.
- 3.3. The College Council shall appoint the first Chair and Vice-Chair of the first YFC. The formation of the remaining members of the first YFC will be through invitation by the appointed Chair and Vice-Chair.
- 3.4. Each member of the YFC will serve a term of two years, and a maximum of two terms, either in continuity or disjointed, provided that the commencement of new term is within member's 10-year post-conferment period (for double fellows, this period is counted from the conferment of their first fellowship).
- 3.5. All Young Fellows of the College have the right to apply become a member of the YFC.
- 3.6. The final composition of the YFC needs to be approved by the College Council.
- 3.7. The selection process for subsequent Committees will be outlined in Section 5.

**4. Duties**

- 4.1. The YFC Chair OR Vice-chair should attend Council Meetings of the College in non-voting capacities.

- 4.2. Members of the YFC will be invited to become an observer of selected boards/committees of the College and provide input where appropriate. Members will be required to observe the rules of procedure of the committees, including the principle of non-disclosure.
- 4.3. The YFC should hold meetings at least twice a year to discuss agenda related to Young Fellows. The YFC's proceedings shall be recorded in minutes by the elected YFC Secretary and reported to the College Council.
- 4.4. The quorum shall be more than 50% of the current number of committee members.
- 4.5. The YFC shall submit an action plan to the College Council at the beginning of each term and a progress update report at the end of each year.

**5. Selection Mechanism for subsequent committee members**

- 5.1. Committee members will serve a term of 2 years, which will expire on 30 June of even—numbered years. Current members may run for a second term via the same mechanism outlined below if the term is still within 10 years of obtaining their first fellowship.
- 5.2. Invitation for applications and/or nomination to join the YFC will be sent out to all Fellows of the college.
- 5.3. Applicants should apply by emailing the completed application form to [yfc@hkca.edu.hk](mailto:yfc@hkca.edu.hk). (see Appendix 1 for Application Form)
- 5.4. If there are more than 15 applicants, the members of the new committee will be generated by voting by the existing committee members. Priority will be given to single candidates of hospital clusters to promote balanced representation of each cluster in the new committee. The principles outlined in Section 3.2 will be followed in the selection process.

*Endorsed by HKCA Council on 28<sup>th</sup> April 2024*

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香港麻醉科醫學院  
**THE HONG KONG COLLEGE OF ANAESTHESIOLOGISTS**  
(Incorporated as a Charitable Organisation with Limited Liability in Hong Kong since 1989)



**HKCA Young Fellows Committee Application Form**

**Section A:** This part is to be completed by the applicant.

Name of Applicant:	Year of FHKCA / FHKCA (Intensive Care):
Hospital:	Current Post:
Mobile phone number:	Email address:

The Young Fellows Committee's mission:  
*To support the professional and holistic development of young fellows;  
To promote camaraderie and enhance young fellow's connectivity to the college;  
To engage young fellows in college affairs and inspire them to contribute towards the betterment of public health.*

The Young Fellows Committee's vision:  
*To be a platform for young fellows to connect, serve and excel.*

Past leadership experience or involvement in college or training activities:

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Personal aspiration for joining the HKCA YFC:

- Why do you want to become a member of the YFC?
- How do you think the YFC can serve our young fellows in the coming term?

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**Section C: Declaration of Accuracy of Information**

I, \_\_\_\_\_ certify that the information provided in this Application Form is accurate to the best of my knowledge and accept the undertakings requested in any due diligence process.

Signature of Applicant:	Date:
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