



2017 Administration Handbook

發掘個人潛能 *Explore your Potential*
Exude your Charisma 綻放個性魅力

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JCI CREED

WE BELIEVE:

That faith in God gives meaning and purpose to human life;
That the brotherhood of man transcends the sovereignty of nations;
That economic justice can best be won by free men through free enterprise;
That government should be of laws rather than of men;
That earth's great treasure lies in human personality; and
That service to humanity is the best work of life.

青商信條

我們深信；

篤信真理可使人類的生命具有意義和目的；
人類的親愛精神沒有疆域的限制；
經濟上的公平應由自由的人通過自由企業的途徑獲得之；
健全的組織應建立在法治的精神上；
人格是世界上最大的寶藏；
服務人群是人生最崇高的工作。

History of the Creed

The Jaycee Creed is a sincere and beautiful gift of William Brownfield to all members of the Junior Chamber International.

Brownfield was inspired to write the six-tenet creed when he first became a Jaycee and attended the 1946 U.S. National Convention.

The creed sums up in so very few words, the ideals and purpose of an organization that believes in God and the dignity of the human being. It advances the values of free government and free enterprise. It places an infinite price on the uniqueness of man and the inherent good in him. And above all, the creed espouses the thought and encourages the practice that service to humanity is the best work in life.

The Jaycee Creed was officially adopted by the United States Jaycees in 1947, later by the Junior Chamber International first in 1948 and eventually in full in 1951.

JCI MISSION

To provide development opportunities that empower young people to create positive change.

青商使命

提供發展機會以促進青年人創造積極正面的改變。

JCI VISION

To be the leading global network of young active citizens.

青商願景

成為全球具領導性的青年積極公民網絡。

2017 YEAR PLAN



Year Plan of Junior Chamber International Hong Kong Jayceettes 2016

Area	Month	January	February	March	April	May	June	July	August	September	October	November	December
Secretariat		Inaugural Ceremony			Release of Administration Handbook		Mid-Year Review			46th Annual General Meeting			
Records & Recognition				Release of Awards Manual		Internal Awards Judging (1st Half Year)	Awards Presentation (1st Half Year) & Long Year Service Appreciation					Internal Awards Judging (2nd Half Year)	X'mas Party cum Awards Presentation
Finance		Membership Dues Collection		Fundraising									
International Affairs		Inaugural Ceremony of Sister Chapter JCI Manila		Courtesy Visit to JCI Kuching	Promotion of ASPAC	ASPAC Kuching & sister chapter courtesy visits			Promotion of World Congress		Anniversary Sister Chapter & Friendship Pact Reception	World Congress Quebec, Canada	
Monthly Fellowship Gatherings													
Membership Affairs					Female Elites Series Workshop 1								
	PMO				PMO			PMO			PMO		
Leadership Development					Jayceettes Academy							LOTS Training	
						Non-official Training 1		Non-official Training 2					
Business Affairs & Community Development					Hong Kong Young Social Entrepreneur Contest 2016								
Public Relations	IT Review / Chapter video & Calendar launched				Breastfeeding Campaign						47th Anniversary		
General Maintenance and Update News on Website & Social Media													
Internal Relations							Casual FG		Sports Activity			Sports Activity	

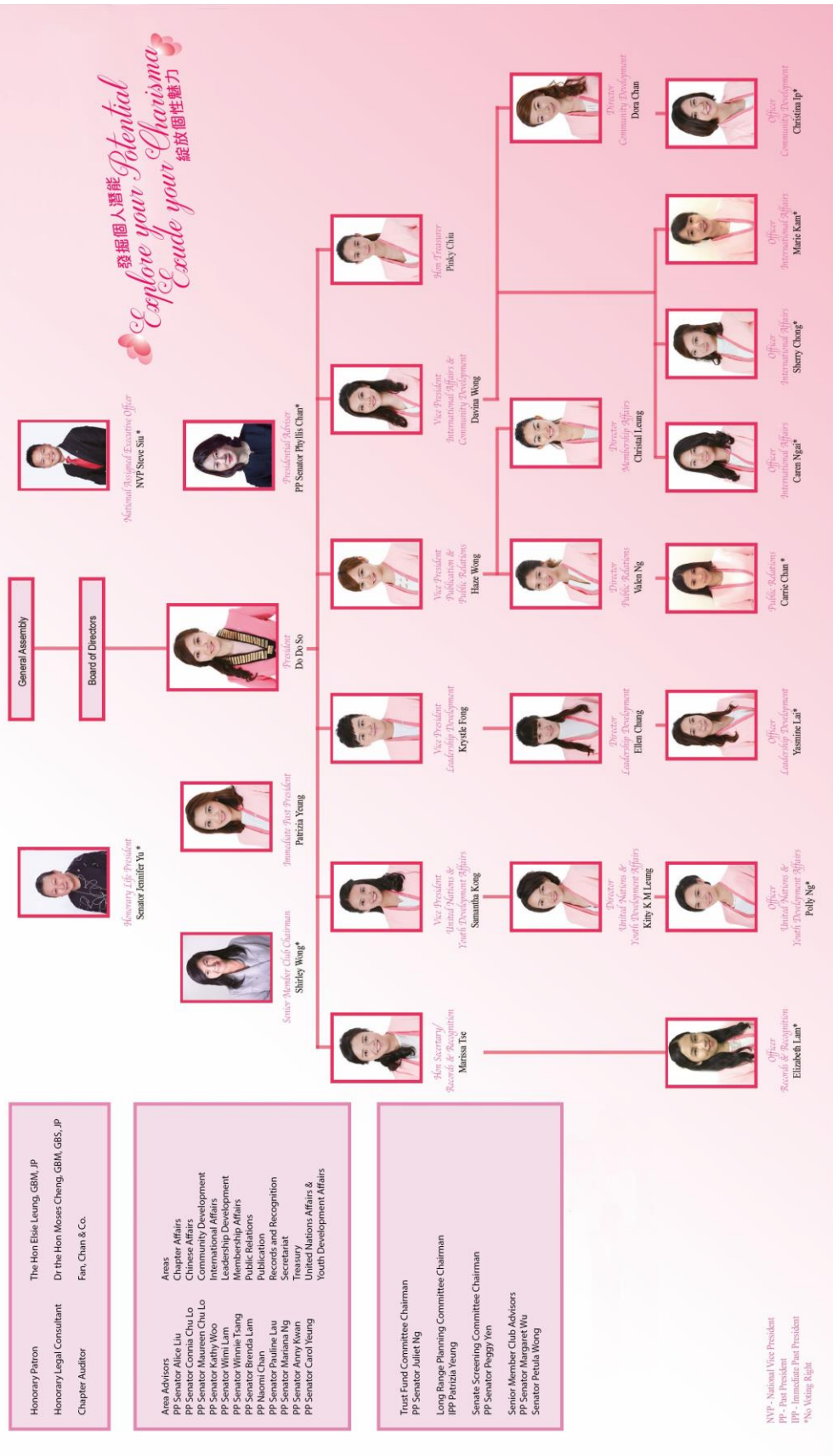
AGM = Annual General Meeting
LOTS = Local Officers' Training School
PMO = Prospective Members Orientation

2017 ORGANIZATION CHART



ORGANIZATION CHART OF JUNIOR CHAMBER INTERNATIONAL HONG KONG JAYCEETTES 2017

發掘個人潛能
Explore your Potential
綻放個性魅力
Celebrate your Charisma



BOARD OF DIRECTORS & APPOINTED COMMITTEES

2017 Board of Directors

President

Immediate Past President
 Vice President, Community Development & International Affairs
 Vice President, Leadership Development
 Vice President, Membership Affairs, Public Relations & Publication
 Vice President, United Nations & Youth Development Affairs
 Honorary Secretary (/Records & Recognition)
 Honorary Treasurer
 Director, Community Development
 Director, Leadership Development
 Director, Membership Affairs & Publication
 Director, Public Relations
 Director, United Nations & Youth Development Affairs

Do Do So

Patrizia Yeung
 Davina Wong
 Krystle Fong
 Haze Wong
 Samantha Kong
 Marissa Tse
 Pinky Chiu
 Dora Chan
 Ellen Chung
 Christal Leung
 Valen Ng
 Kitty Leung

Area Advisors

Presidential Advisor
 China Affairs
 Community Development
 Chapter Affairs
 International Affairs
 Leadership Development
 Membership Affairs
 Public Relations
 Publication
 Records & Recognition
 Secretariat
 Treasury
 United Nations Affairs & Youth Development Affairs

Past President Senator Phyllis Chan
 Past President Senator Connia Chu Lo
 Past President Senator Maureen Chu Lo
 Past President Senator Alice Liu
 Past President Senator Kathy Woo
 Past President Senator Wimi Lam
 Past President Senator Winnie Tsang
 Past President Senator Brenda Lam
 Past President Naomi Chan
 Past President Senator Pauline Lau
 Past President Senator Mariana Ng
 Past President Senator Anny Kwan
 Past President Senator Carol Yeung

Long Range Planning Committee

Chairman	Immediate Past President Patrizia Yeung
Members	Past President Valerie Cheung
	Past President Senator Connia Chu Lo
	Past President Senator Alice Liu
	Past President Senator Jennifer Lam
	Past President Senator Kathy Woo
	Past President Naomi Chan
	Senator Candy Yu
Ex-officio	President Do Do So

Trust Fund Committee

Chairman	Past President Senator Juliet Ng
Immediate Past Chairman	Past President Senator Alice Liu
Investment Manager	Past President Senator Winnie Tsang
Secretary	Alice Wai
Treasurer	Past President Senator Jennifer Lam
Ex-officio	President Do Do So

Senate Screening Committee

Chairman	Past President Senator Peggy Yen
Members	Past President Senator Joanne Li
	Past President Senator Mariana Ng

Nomination and Election Committee

Chairman	Immediate Past President Patrizia Yeung
Members	Past President Senator Juliet Ng
	Past President Senator Anny Kwan
	Past President Senator Winnie Yeung

Senior Member Club Committee

Chairman:	Shirley Wong
Immediate Past Chairman:	Alvina Lam
Vice Chairman:	Catherine Leung
Vice Chairman:	Carol Liu
Vice Chairman:	Fanny Lam
Vice Chairman:	Senator Eliza Pang
Secretary and Treasurer:	Fanny Lo
Advisor:	Past President Senator Margaret Wu, Senator Petula Wong
Ex-officio:	Immediate Past President Patrizia Yeung

JCI HONG KONG JAYCEETTES HISTORY

Origin and History

Junior Chamber International Hong Kong Jayceettes (JCI Hong Kong Jayceettes/ JCI Hong Kong Jayceettes/ Hong Kong Jayceettes before 2011) is one of the 21 local chapters of Junior Chamber International Hong Kong (JCIHK), which is in turn affiliated to our parent organization Junior Chamber International (JCI).

1967 - The idea of a lady chapter was started by a Jaycee. The Jaycees requested their wives and girlfriends to form an auxiliary group to assist them in their projects. This group was then affiliated to the Victoria Junior Chamber, one of the local chapters of the JCIHK.

1968 - JCI Hong Kong Jayceettes went one step further and became auxiliary to the National body of the JCIHK. They did all the "behind the curtain" work for their brother chapters. However, the spirit of liberation and the desire to do their own projects were strong and culminated in the determination to form a lady chapter of its own, with equal standing like their brother chapters.

1969 - On **October 19**, JCI Hong Kong Jayceettes pleaded for independence and through thick and thin, they became an independent chapter of the JCIHK. Besides being the only lady chapter in Hong Kong, it was the first lady chapter in Asia and the second in the world. It was also the fifth local chapter in Hong Kong.

1979 JCI Hong Kong Jayceettes organized JCI ASPAC Hong Kong Conference

1981 & 1989 Awarded Outstanding LOM of the World

1991 & 1992 Awarded Outstanding LOM of the Asia Pacific

1988 Past President Senator Jennifer Yu was the 1st Chinese and 1st Lady JCI World President

1983 Past President Senator Kitty Leung was the 1st lady JCIHK National President

1987 Past President Senator Nora Cheng was the JCIHK National President

2003 Past President Senator Alice Liu was the JCIHK National President

1982)

1990)

1998)

2013)

JCI Hong Kong Jayceettes hosted JCIHK National Convention

CURRENT FACTS

Membership

Our present membership is around 160 consisting of young women from various professions including medical, legal, business, executive, administration and accountant etc. Membership is open to all ladies between the ages of 18-40.

2017 Chapter Theme – *Explore your Potential, Exude your Charisma* (發掘個人潛能, 綻放個性魅力)

Our Chapter theme in 2017 is “*Explore your Potential, Exude your Charisma*”. We believe that Hong Kong Jayceettes is a platform where like-minded, passionate ladies who wish to inspire each other for personal and societal growth bond and connect! As ladies we are all a flower blooming to reach our full potential.

JCIHK Theme

Each year, our Chapter theme is chosen in accordance with the theme topic adopted by JCI HK. The following is a list of JCI HK themes adopted in 2017 and previous years:-

1991 to 1992	The Age of Global Citizenship
1992 to 1996	The Age of Global Citizenship with the sub-themes of Economic Development, the Future of Children and the Environment
1997 to 2001	Bridge to the New Millennium with the sub-themes of Youth and Children, Peace and Sustainable Development
2002 to 2006	Entrepreneurs In Action
2007 to 2011	Be Better
2012	Turn our Passion into Action!
2013	Dare to Act
2014	Unite to Impact
2015	Action with Appreciation
2016	Be All We Can Be
2017	Best Work of Life

Membership Category and Dues

Category	Dues	Remarks
Prospective Member	HK\$500 (Initiation fee)	<ul style="list-style-type: none"> Pay upon submission of application form Valid for 6 months (as of signing the form), additional of \$200 for 6 months extension subject to BOD approval. All fees paid are non-refundable \$200 of which will be paid to NOM
Individual Member (includes Senator who are or below 40 years of age)	HK\$1,420 per year	<ul style="list-style-type: none"> The fee is payable yearly in advance \$1,000 of which will be paid to NOM For newly-inducted members, dues are payable on pro-rata basis (rounded up from \$118.3 to \$120 per month for administrative convenience) from the month they are accepted by the chapter
Senior Member	HK\$750 per year	<ul style="list-style-type: none"> The fee is payable yearly in advance Same amount for Senior Members who choose not to receive NOM mailings \$500 of which will be paid to NOM
Honorary Member	HK\$500* per year	<ul style="list-style-type: none"> The fee is payable yearly in advance The fee will be paid to NOM
Absent Member	50% of dues per year	<ul style="list-style-type: none"> Applies to a member who is absent from Hong Kong for a period of 12 months or more (calculated on the 1st day of the calendar year)
Senator	HK\$500 per year	<ul style="list-style-type: none"> Applies to Senators who are above 40 years of age The fee is payable yearly in advance The fee will be paid to NOM

Official Language

English is used in all publications, minutes, circulars, letters and formal meetings.

Sisterhood / Friendship Chapters

To promote international understanding, enhance relationship with overseas Jaycees and encourage cultural exchange and flow of ideas, Hong Kong Jayceettes has established sisterhood/friendship pact with the following chapters:

<u>Sister Chapters</u>	<u>Year of Signing Sisterhood/Friendship Pact</u>
JCI Manila, Philippines	1971
JCI Dhonburi, Thailand	1971
JCI Kaohsiung (高雄國際青年商會), Taiwan	1974
JCI Yokohama, Japan	1975
<u>Friendship Chapters</u>	
JCI Toyota, Japan	1997
JCI Entrepreneur Metropolitan (E-Metro), Malaysia	2005

Past Presidents of Junior Chamber International Hong Kong Jayceettes

1969	Hazel Lo	
1971	Grace Choi	蔡小雅
1973	Jennifer Yu *	余葉展華
1975	Annie Tsui *	徐詠梅
1977	Kitty Leung *	梁周修娟
1979	Evanda Li Kwok *	郭李奕媚
1981	Emily Auw *	陳歐珠珠
1983	Annie Lui Chang *	鄭雷克鳴
1985	Valerie Cheung	張寶玉
1987	Connie Pun	潘慧儀
1989	Connia Chu Lo *	盧朱天恩
1991	Juliet Ng *	吳宛姿
1993	Winnie Yeh Kung *	鞏葉麗音
1995	Caroline Au Yeung *	歐陽超孿
1997	Shirley MK Chan *	陳文傑
1999	Peggy Yen *	甄雁華
2001	Joanne Li *	李翠瓊
2003	Wimi Lam *	林慧
2005	Elaine Ho *	何婉玲
2007	Eva Lum *	林麗華
2009	Jennifer Lam *	林家誼
2011	Winnie Tsang *	曾詠芝
2013	Pauline Lau *	劉佩宜
2015	Naomi Chan	陳立言

1970	Linda Thorp	
1972	Florence Wong *	黃燕萍
1974	Joyce Tzang *	曾范煦華
1976	Victoria Tse	謝陳慰慈
1978	Nora Cheng *	鄭璧年
1980	Elsa Leung *	梁澄鎂
1982	Emily Ma *	馬清真
1984	Maureen Chu Lo *	盧朱茂琳
1986	Jennifer Chow *	周潔冰
1988	Margaret Wu *	胡鄧妙月
1990	Caroline Keung *	姜趙玉蓮
1992	Shelina Chung *	鍾婉嫻
1994	Anita Kwan *	關婉玲
1996	Alice Liu *	廖懿珍
1998	Phyllis Chan *	陳雪梅
2000	Regina Ng *	吳藍碧
2002	Brenda Lam *	林彩璇
2004	Mariana Ng *	吳佩玲
2006	Jeritza Wong *	黃明秀
2008	Anny Kwan *	關嘉雯
2010	Kathy Woo *	胡巧瑩
2012	Winnie Yeung *	楊穎琳
2014	Carol Yeung *	楊嘉樂
2016	Patrizia Yeung	楊善明

*Senator

Coaches Directory (TROT/Prime Graduates/Trainers) (Past Training System)

International Graduate (IG)	Caroline Keung
Certified National Trainer (CNT)	Connia Chu Lo Shelina Chung Valerie Cheung Wimi Lam
Certified Local Trainer (CLT)	Ally Lai Betty Chan Eva Lum Joanne Li Winnie Yeung

CHAN Mandy	CHAN Phyllis	CHAN Shirley M K	CHENG Kim
CHENG Nora	CHEUNG Elaine	CHUANG Carina	CHUNG Ring
CHOW Polly	CHU LO Maureen	HO Elaine	KWAN Anita
KWOK Sau Hing	LAU Tracy	LAM Dilys	NG Juliet
LAU Lorna	TO Rebecca	LIU Alice	WOO Kathy
NG Eva	YEH KUNG Winnie	WONG Corrina	YU Candy
WU Margaret		YEN Peggy	
YEUNG Carol			

Trainers Directory (Current Training System)

Course number	Course Name
1	JCI Achieve
2	JCI Impact
3	JCI Admin
4	Presenter
5	Project Management
6	Social Responsibility
7	Networking
8	Effective Meetings
9	Effective Leadership
10	Effective Communications – Building a Foundation
11	Effective Communications – Crafting your Message
12	Effective Communications – Mastering Management
13	Effective Communications – Message Delivery

A qualified JCI Courses Trainer must complete Course No 1 & 2

Name	Course Number	Name	Course Number
Carmen Mak	1, 2, 3, 9	Pauline Lau	1, 2, 9
Carol Yeung	1, 2	Rosanna Wong	1
Dora Chan	1, 2, 8, 9, 10, 13	Samantha Kong	2
Davina Wong	1, 2, 3, 5, 6, 7, 9, 10, 13	Tiffany Fu	1
Ellen Chung	1, 2, 5, 8, 9, 10, 12, 13	Vicki Chan	1, 2, 3, 9
Krystle Fong	1, 2, 3, 4, 5, 6, 7, 9, 10, 13	Vincy Wong	1, 2, 3
Kitty Leung	4	Winnie Yeung	1, 2, 3, 4, 6, 8, 9, 10
Marcella Ho	1, 2, 4	Wendy So	1, 2
Naomi Chan	1, 2, 3, 8, 9, 10	Winnie Lau	1
Pinky Chiu	2	Yasmine Lai	1, 2
Patrizia Yeung	1, 2		

**Record as of July 2017*

2017 PROJECTS & ACTIVITIES

(Subject to changes due to actual circumstances and new projects may arise throughout the year)
Record as of July 2017

Date	Project and Activity Name
Jan 8 (Sun)	2017 Inaugural Ceremony cum January Fellowship Gathering
Jan 20 (Fri) – Jan 22 (Sun)	Courtesy Visit to JCI Manila cum 2017 Turnover Ceremony
Jan 24 (Tue)	Publication Workshop - Give your Best Shot
Feb 11 (Sat)	February Fellowship Gathering
Feb 15 (Wed)	Prospective Member Orientation 1
Feb 17 (Fri)	2017 6 Joint Chapter Gathering Happy Hour
Mar 4 (Sat)	SDG Junior Ambassador Programme 2017- Opening Ceremony cum Day Camp
Mar 31 (Fri)	March Fellowship Gathering
Apr 1 (Sat)	Jayceettes Academy: "Learn to be an Effective Presenter & Communicator" [JCI Courses] Effective Communication (Building a Foundation) & (Crafting Your Message), Presenter (co-hosted with JCI East Kowloon)
Apr 18 (Tue)	Jayceettes Academy: New Members Training & Project Management Training
Apr 23 (Sun)	Fundraising cum April Fellowship Gathering "The Good Old Time"
May 9 (Tue)	Dialogue with Pansy Ho J.P.
May 13 (Sat)	Care & Dare 2017 : FashionABLED - Opening Ceremony
May 17 (Wed)	Jayceettes Academy: MC "Easy" workshop with professional Emcees
May 21 (Sat)	May Fellowship Gathering - "A Glance at Your Life"
May 27 (Sat) -28 (Sun)	Jayceettes Academy: "Positiv!ty x Limitless Hong Kong" 2-Day Training & Train-the-Trainer (co-hosted with JCI Manila)
June 17 (Sat)	June Fellowship Gathering – "Cook, Taste, Love"
June 25 (Sun)	Jayceettes Academy: "Be a Trainer" [JCI Official Courses] JCI Achieve & JCI Impact
June 28 (Wed)	Prospective Member Orientation 2
July 8 (Sat)	SDG Junior Ambassador Programme 2017 - Closing Ceremony cum Awards Presentation
July 18 (Tue)	July Fellowship Gathering - "Bon Voyage!"
July 21 to 23 (Fri to Sun)	SDG Junior Ambassador Programme 2017 - School Training in Manila
August 13 (Sun)	Care & Dare 2017 : FashionABLED - Closing Ceremony
August 19 (Sat)	August Fellowship Gathering
September 16 (Sat)	Annual General Meeting cum September Fellowship Gathering
October 14 (Sat)	Anniversary Celebration cum October Fellowship Gathering
October 28 – 29 (Sat to Sun)	[NOM] 28th 5-Star Training Camp (co-hosted with JCI Harbour)
November	LOM Officer Training School (LOTs)
November	November Fellowship Gathering
November 25-26 (Sat to Sun)	深圳新貌 考察交流團
December 9 (Sat)	Awards Presentation cum December Fellowship Gathering

LONG RANGE PLANNING COMMITTEE

Long Range Planning Committee

Chairman	Immediate Past President Patrizia Yeung
Members	Past President Valerie Cheung
	Past President Senator Connia Chu Lo
	Past President Senator Alice Liu
	Past President Senator Jennifer Lam
	Past President Senator Kathy Woo
	Past President Naomi Chan
	Senator Candy Yu
Ex-officio	President Do Do So

The Immediate Past President of the chapter is the Chairman of LRPC and the current President being the Ex-officio member. The term of office of the committee member is two years, except the current President whose term of office is one year, and the IPP who will serve as LRPC Chairman for one year and become committee member in the 2nd year. The committee members will meet to discuss and recommend plan of action in the following areas:

RECOMMENDED PLAN OF ACTION FOR 2016-2018

Corporate Development and Branding

1. To portrait a clear and consistent identity of JCI Hong Kong Jayceettes. A clear brand would make us distinct and unique among peers, the public and other NGOs. It allows the public to understand our organization's value more efficiently and effectively.
2. To plan and manage our marketing and communication strategies consistently. Marketing and communications are fundamental to our organization. Through these, we can shed light on the positive change we create, amplify our message of empowerment, and share our JCI Mission with the community.
3. With a positive and strong brand, we can effectively:
 - attract and retain members
 - attract sponsors and funding
 - obtain coverage in the press and media
 - get support and recognition for projects; and
 - further the JCI Mission.

Membership

(A) Recruitment

1. To establish clear strategy for recruitment which aim at membership growth of around 20% net growth of full members each year; and attaining full members of over 115 by end of 2018.
2. To develop projects that can attract new members or benefits to young ladies.

(B) Retention & Involvement

1. To develop mentorship system or programs which aim at:
 - Providing trainings to new prospective members and new members below one year of membership which help them to strengthen their basic skills and understanding to the JCI vision and mission.
 - Helping new members to match the development opportunities with their needs and aspiration.

2. To maintain the involvement and interest of members through organizing impactful projects and fellowship gatherings.

(C) Training and Development

1. To contribute to the achievement of providing training opportunity to empower young people to create positive change and solve challenges in the community. Hong Kong Jayceettes members who have advanced knowledge about JCI topics and the ability to transfer knowledge to adult audiences should be encouraged to help other members to learn new skills and to make additional contributions to JCI by becoming trainers at local, national and international levels.
2. To provide training courses or a serial of training courses from foundation to advanced course for new members and members.

(D) Community Development

1. Echo with JCI - to organize projects related to JCI theme for strong impact and awareness at International level.
2. Sustainability - to organize projects that can continue the impact for at least 3 years, to establish a branding for the chapter locally.
3. Awareness - to arouse awareness of the general public on certain topic that worth to enhance and promote. For example: social enterprise, mediation.
4. Bridge the Gap - to organize projects that mostly concern our youngsters, in terms of their values, their thinking and their relation with the elderly.

(E) International and Chinese Affairs

(a) International Affairs

1. To enhance friendship with existing sisterhood and friendship pacts chapters through visits, joint projects, and regular communications.
2. To explore opportunities to establish new friendship pacts relationship with other overseas chapters.

(b) Chinese Affairs

1. To conduct programs for fostering members' awareness on mainland affairs.
2. To explore opportunities to establish linkage with official youth organization in Mainland China. e.g. Youth Federation and Women Federation in Mainland
3. To build good relationship with mainland by inviting officials of the Liaison Office of the Central People's Government in HKSAR to attend our major functions.

(F) Business Affairs

1. To promote and encourage members to participate in business activities according to the direction of JCI and JCIHK.
2. To strengthen the communication and linkage with other business associations, chamber of commerce and societies with a view to enhance business network of our members.
3. To provide channels for members to promote their business through monthly fellowship gatherings, websites/blog and publications.
4. To provide channel for members to enhance the knowledge of the business environment of China.

TRUST FUND COMMITTEE

Trust Fund Committee (2016-2017)

Chairman	Past President Senator Juliet Ng
Immediate Past Chairman	Past President Senator Alice Liu
Investment Manager	Past President Senator Winnie Tsang
Secretary	Alice Wai
Treasurer	Past President Senator Jennifer Lam
Ex-officio	President Do Do So

Introduction

Past President Senator Florence Wong was appointed as the first Chairman of the Trust Fund Committee in August 1979. The Trust Fund Committee consists of six members, of whom two shall be Past Presidents of the chapter, one Individual Member or Senior Member with over 4 years of membership, one Past Director of JCIHK or one Past Director of JCI Hong Kong Jayceettes, Immediate Past Chairman and current President as the Ex-officio member. The term of office is two years, except the current President whose term of office is one year, and the members would be eligible for re-appointment.

The Committee is to safeguard the surplus derived from the organization of the 1979 JCI Hong Kong Conference; to invest the money to generate interest and with the interest earned, to subsidize Jayceettes' chapter projects.

Trust Fund may from time to time designate the application of the Trust Fund in the amount not exceeding 3% of the Trust Fund or is below HK\$50,000 in one event (whichever is lower). Any application of the Trust Fund exceeding any of the aforesaid limits shall require the approval of the members in General Meeting.

The Committee, after the first meeting, also resolved to utilize a small part of the fund to encourage the current President to attend JCI Asia Pacific Conference, and the current President and the incoming President to attend the World Congress. In the case that both of them could not attend, subsidies would be granted on application to other Jayceettes delegates. Details of the subsidies are as follows:

- half (1/2) of the airfare for the President in her attendance of Asia Pacific Conference and World Congress of JCI; and
- one fourth (1/4) of the airfare of the President Elect in her attendance of World Congresses of JCI; and
- half (1/2) of the airfare of the President Elect in her attendance of World Congress of JCI if the President cannot attend.
- Subsidies the senatorship application fee

Basic Criteria for Subsidy

Priority will be given to in descending order:

- Community Development or Youth Activity projects;
- Leadership Development projects preferably with good community involvement
- Membership Extension activities
- International Affairs projects
- Business/Economic Affairs projects

The Trustee may not consider:

- Projects already subsidized or financed wholly by other sources outside the LOM, such as external sponsors, etc.
- Fund raising projects;
- Public relations projects;
- Projects that involve or benefit only or mostly JC members;

- Projects organized jointly with other LOMs

Method of Rating

Rating will be made in each of the following 5 criteria. Projects that score 60 points or less will not be considered for subsidy.

<u>Criteria</u>	<u>Maximum Point Allowed</u>
Originality	20%
Cost Effectiveness	20%
Benefit to Community	20%
Benefit to Participants (qualitatively and quantitatively)	20%
Benefit to Hong Kong Jayceettes, JC Image and Publicity	<u>20%</u>
	100%

Notification of the Result of Application

Acknowledgment will be given in writing upon receipt of the application. Official notification will be sent in writing after the Trust Fund Committee Meeting confirming whether or not the application is successful.

Condition of Payment

Payment will only be given on the following conditions:

- Full completion of the project
- Submission of Project report together with full I/E statement of accounts duly endorsed by the Project Chairman and Project Treasurer. The final amount of the subsidy to be reimbursed would be the actual expenses within the budget presented in the application of fund and within the approved amount of subsidy.
- Although the Trust Fund Committee may approve the application, if in any event sponsorship from outside is obtained after the approval, the subsidy from the Trust Fund Committee will automatically be cancelled.

Remarks: The project chairman has obligation to update the Trustee whenever there is any changes in the project objective and format.

Guidelines for Applying Subsidy of Project Expenses

- Name of project
- Project classification
- Project originality
- Proposed launching date
- Amount of subsidy applied for
- Chairman of project
- Proposed format
- Total expense budget of this project
- Benefit to community
- Benefit to organization
- Benefit to participants (qualitatively and quantitatively)
- Benefit to organizing committee

Deadline for submission of proposal

Application of subsidy for projects must be submitted to the Committee either at least two (2) months prior to the project launched or on/before the deadline of the first round of application for HKJC Foundation.

Deadline for reimbursement

Reimbursement of subsidy for projects must be submitted to the Committee within 3 months after the project launched.

SENIOR MEMBER CLUB

Senior Member Club Committee (2017)

Chairman:	Shirley Wong
Immediate Past Chairman:	Alvina Lam
Vice Chairman:	Senator Eliza Pang, Carol Liu, Fanny Lam & Catherine Leung
Secretary and Treasurer:	Fanny Lo
Advisors:	Past President Senator Margaret Wu & Senator Petula Wong,
Ex-officio:	Immediate Past President Patrizia Yeung

Introduction

To cater for different needs and to maintain the sense of belongingness of the growing number of senior members, an Ad Hoc committee was appointed in 2005 to evaluate the formulation and guidelines of setting up the JCI Hong Kong Jayceettes Senior Member Club (SMC). The SMC received positive feedback and it was adopted by the Board for setting up in 2005.

Objectives

- 1) To enhance the retention of senior members.
- 2) To serve as linkage between the chapter and the senior members.
- 3) To support the chapter through attendance in functions and experience sharing with members so as to achieve inheriting the past and forging ahead into the future.
- 4) To support chapter projects as mentors so as to provide guidance to new members.

Eligibility

Members who have reached the age of 40 and are approved by the Board of Directors shall become senior members.

Format of Activities

- 1) Informal gatherings without conflict with the chapters' activities.
- 2) Participation of SMC activities is not limited to senior members. Members of JCI Hong Kong Jayceettes and families are welcome to join.

Financing

All the activities held by SMC would be self-financed and to the benefits of members. Should any surplus be brought forward from the activities, the surplus should be utilized as follows:

- 1) To net-off the deficits of SMC other activities.
- 2) To subsidize SMC other activities.

The income and expenditure statement would be submitted to the Board of Directors in June and December for examination each year.

Structure

The Committee comprises Chairman, Secretary, Treasurer, and with a maximum of 6 Vice Chairmen. Advisors and assistants would be appointed on chairman's discretion. The term of office of the committee is two years. Committee members could be reappointed in continuous sessions, while the Chairman could be reappointed in non-continuous session.

Chairman of the SMC shall be appointed by the Board of Directors and the committee members to be appointed by the Chairman. Three months prior to the expiration of the term of office, SMC Chairman shall communicate to the Board of Directors candidates for appointment as members and the Chairman for the next term. Such members and the Chairman, if approved shall be appointed members and Chairman for the ensuing term of office.

Position	2005-2006	2007-2008	2009-2010
Chairman	Senator Daisy Lui	Senator Catherine Chieh	Betty Chan
Vice Chairman	Senator Winnie Wong Senator Rebecca To Senator Joyce Li	Senator Ida Chow Senator Petula Wong Senator Winnie Wong Patty Fung Tracy Ip	Senator Ida Chow Betty Wong Cosina Chan
Secretary	Polly Chow	Polly Chow	Tracy Ip
Treasurer	Senator Petula Wong	Senator Rebecca To	Senator Eliza Pang
Advisors	Past President Senator Connia Chu Lo	Past President Senator Connia Chu Lo Past President Senator Anita Kwan	Past President Senator Nora Cheng Past President Senator Connia Chu Lo Past President Senator Shirley MK Chan
Position	2011-2012	2013-2014	2015
Chairman	Cosina Chan	Senator Ally Lai	Senator Petula Wong
Vice Chairman	Alice Wai Ally Lai Alvina Lam Senator Ida Chow Kim Cheng	Alvina Lam Betty Wong Carol Liu Crystal Wong Irene Lee Kim Cheng	Alvina Lam Cecilia Tsui Cindy Lui Fanny Lam Sharon Thumb Shirley Wong
Secretary	Senator Rebecca To	Ring Chung	Senator Doris Leung
Treasurer	Fanny Lo	Fanny Lo	Senator Doris Leung
Advisors	Past President Senator Connia Chu Lo Past President Senator Brenda Lam	Past President Senator Connia Chu Lo Past President Senator Anita Kwan Senator Joyce Li	Past President Senator Margaret Wu Senator Daisy Lui
Position	2016	2017	
Chairman	Alvina Lam	Shirley Wong	
Vice Chairman	Carol Liu Cecilia Tsui Senator Ida Chow Shirley Wong	Senator Eliza Pang Catherine Leung Carol Liu Fanny Lam	
Secretary & Treasurer	Judy Ho	Fanny Lo	
Advisors	Past President Senator Anita Kwan Cosina Chan	Past President Senator Margaret Wu Senator Petula Wong	

MEMBERSHIP

Individual Member

An individual Member is a member between the ages of 18 and 40 and membership shall continue to the end of the calendar year in which the person reaches the age of forty (40) years. She is entitled to full privileges of a member of the Chapter including the right to serve on the Board and the right to vote at General Meetings.

Honorary Member

An Individual Member who has reached the age of 40 or any other woman, who has contributed outstanding service to the chapter shall, by invitation of the Board of Directors and upon approval by the Board of Directors at one of its meetings, become an Honorary Member of the chapter. An Honorary Member shall be entitled to all privileges of an Individual Member except the right to serve on the Board of Directors and the right to vote at General Meetings.

Senior Member

An Individual Member who has reached the age of 40 and of good standing shall, by invitation of the Board of Directors and upon the approval by the Board of Directors at one of its meetings, shall become Senior Member. A Senior Member shall be entitled to all privileges of an Individual Member except the right to serve on the Board of Directors and the right to vote at General Meetings. (No person who has not been an Individual Member of the chapter shall be eligible for Senior Membership).

Absent Member

An Absent Member is a member who is absent from Hong Kong for a period of 12 months or more may, by application to the Board of Directors one month prior to her absence, she will be given a 50% reduction of her membership dues. Such a reduction shall only apply to the members who will be absent from Hong Kong on the 1st day of the calendar year. An Absent Member does not have any voting right while she is abroad and while any outstanding dues not settled. On reactivation of full membership upon returning to Hong Kong, there is no need for her to fulfill any obligations as those required of a Prospective Member.

Prospective Member Acceptance Criteria

- 1) Completion of the application form and payment of the prospective member fee; and
- 2) Attendance of one Orientation (PMO) organized by JCI Hong Kong Jayceettes or JCIHK; and
- 3) Attendance of two Monthly Fellowship Gatherings (MFG); and
- 4) Completion of one Prospective Member Project; and
- 5) Attendance of interview by the Board of Directors and ability to recite the JCI Creed, JCI Vision & JCI Mission; and
- 6) Approval of membership at the Board of Directors' Meeting; and
- 7) Payment of the annual membership dues (on pro-rata basis).

Upon completion of the above, the PM will be invited to attend the Induction Ceremony.

SENATORSHIP

A Life Membership of Junior Chamber International (JCI) entitled JCI Senator, may be awarded to individual members or past members as a means of honoring them for rendering outstanding service to the JC organization.

Qualification of Senators:

Nominee should have:

- (A) been a member of good standing for at least three consecutive years with active participation in JCI Hong Kong Jayceettes and JCIHK. During which time, she should have participated actively in at least three major projects of JCI Hong Kong Jayceettes (at least once as project chairman, or held position in the Board of Directors of JCI Hong Kong Jayceettes), and has completed her office in an outstanding manner.
- (B) participated actively in at least one JCIHK project as a committee member, or held position in the JCIHK Board with superior contribution.
- (C) at least an 80% attendance record to JCI Hong Kong Jayceettes meetings and functions, which she is required to attend within a period of three consecutive years.
- (D) made positive contribution towards the membership and extension of JCI Hong Kong Jayceettes.
- (E) at least attended two National Conventions of JCIHK. Applicant should have also attended at least one International Conference of JCI. Reasons should be stated in case she has not been able to do so.

Application Procedure

- (A) The Board of Directors to nominate eligible candidates to Senate Screening Committee of JCI Hong Kong Jayceettes for approval;
- (B) Upon approval, the nominee shall complete the JCIHK Senate Application Form with the endorsement by the President, then submit to JCIHK Senate Committee for NOM's endorsement.
- (C) Once endorsed by JCIHK, the nominee shall complete the JCIHK Senate Application Form to JCIHK for submission to JCI for final approval. A senatorship fee of HK\$4,000 shall be made to JCIHK once the endorsement by JCIHK is obtained.

Presentation of Senatorship

Presentation shall be carried out in a proper ceremony as decided by JCIHK.

Senators of the Hong Kong Jayceettes as of July 2017:

Senator	Senator No.	Senator	Senator No.
Florence Wong	18841	Jennifer Yu	18842
Joyce Tzang	18843	Annie Tsui	22646
Nora Cheng	26528	Kitty Leung	26529
Emily Ma	37369	Evanda Kwok	37371
Emily Auw	37372	Elsa Leung	37373
Annie Lui Chang	42106	Christine Ip	42111
Maureen Chu Lo	42113	Connia Chu Lo	45326
Elaine Cheung	45327	Jennifer Chow	45328
Margaret Wu	46452	Caroline Keung	48701
Catherine Chieh	48702	Shelina Chung	51893
Juliet Ng	52402	Winnie Yeh Kung	52403
Peggy Yen	53558	Ida Chow	53981
Anita Kwan	53983	Regina Ng	56922
Caroline Au-Yeung	58717	Alice Liu	59089
Shirley M K Chan	60148	Phyllis Chan	60766
Rebecca To	61298	Winnie Wong	61693
Daisy Lui	62352	Joanne Li	62813
Eliza Pang	63004	Brenda Lam	63005
Joyce Li	63949	Petula Wong	64079
Wimi Lam	64960	Elaine Ho	66712
Doris Leung	67491	Jeritza Wong	67863
Eva Lum	69092	Eva Ng	69093
Angela Chan	69094	Polly Chow	69915
Ally Lai	71673	Mariana Ng	71714
Jennifer Lam	72436	Anny Kwan	72571
Dilys Lam	72886	Kathy Woo	72887
Winnie Tsang	73456	Winnie Yeung	74484
Pauline Lau	74485	Candy Yu	74841
Carol Yeung	75417		

LONG SERVICE APPRECIATION

Each year, the Board will present a token of appreciation to all paid up members who have continuing support the chapter.

The long service appreciation will be presented to members whose membership are 3, 5, 7 and 9 years or above.

The presentation will be held at Annual General Meeting or Monthly Fellowship Gathering.

MEMBERS' DUTIES

It is a member's duty:

- to attend Monthly Fellowship Gatherings (MFG) unfailingly and punctually as a means to support the chapter;
- to attend the Jayceettes' Annual General Meeting, Extraordinary General Meeting, as well as NOM's Inaugural Ball and National Convention (members are also encouraged to participate in the International Conference and Congress);
- to notify the Hon Secretary before she leaves Hong Kong so that arrangement can be made for her to become an Absent Member, if she so desires;
- to notify the Hon Secretary of her change of respective information;
- to keep the Jayceettes' mailing list exclusively for internal use only;
- to pay her yearly membership dues of HK\$1,420 promptly;
- to promote the Chapter's image to her friends so that Jayceeism can be extended to more young people in the community; and
- to give one month's notice and submit a letter of resignation to the President or the Hon Secretary should she decide to resign from the chapter.

Resignation

Any member may resign or withdraw from the chapter by giving 1 month's notice in writing to the chapter of her intention to do so and upon the expiration of such notice she shall cease to be a member, but she shall nevertheless remain liable for and shall pay to the chapter all moneys (if any) which at the time of her ceasing to be a member shall be due from her to the chapter.

Any member who has withdrawn her membership or has ceased to be a member shall have no more interest or rights in the chapter and shall not be entitled to the refund or any contributions previously paid to her.

GENERAL MEETINGS

A General Meeting shall be held once in every calendar year. It shall be held for the purposes of adopting annual reports of the Board of Directors and the Annual Accounts completed with auditor's reports, electing members of the Board of Directors, appointing Hon Auditor and Hon Legal Advisor.

The President of the Chapter shall preside as Chairman at every General Meeting of the Chapter.

Notice of General Meeting

General Meetings shall be called in writing and addressed to members entitled to attend and vote, giving at least 21 days' notice specifying the place, the date and the time of the meeting, and in case of special business, the general nature of such business shall be given.

The quorum for General Meeting shall be twenty members of good standing with voting rights personally present.

Extraordinary General Meetings (EGM)

All business that is transacted at an EGM shall be deemed special. Any five (5) Directors or any twenty (20) members of good standing and with voting rights of the Association may convene EGM, specifying in the notice the objective for which the meeting is called, and to which the discussion must be strictly confined. An EGM shall be called by not less than 14 days' notice in writing.

** For details, please refer to Memorandum and Articles of Association of the Junior Chamber International Hong Kong Jayceettes.*

ROLES OF BOARD OF DIRECTORS

General

To attend as many LOM and NOM functions as possible, in particular:- Monthly Board Meetings, Monthly Fellowship Gatherings, Inaugural Ball, Annual General Meeting, Anniversary, National Convention, respective Joint Directors' Meetings, JCI Conference, JCI Congress and other events that would be counted towards the calculation of Efficiency Index (EI).

President

- The leader, public relations figure and chief spokesman of the chapter
- Act as the liaison officer between the chapter and NOM, as well as with other organizations
- Establish and maintain a sound chapter management program
- Monitor and supervise the affairs of the chapter
- Chair Board and general chapter meetings
- Organize and conduct officers training course for all the officers at the beginning of the year
- Organize a regular review of the chapter annual program of activities
- Motivate the Board of Directors and the general membership to perform their duties and responsibilities
- Check that all activity is consistent with the purposes and goals of the chapter, NOM and JCI
- Comply with the various requirements set down by NOM; and
- Act as ex-official of the Long Range Planning and Trust Fund Committees

Immediate Past President

- Arrange a Joint Meeting of the incumbent and the incoming Officers. Discuss the transition of administration
- Arrange the official handover of the officers' files to the new officers
- Attend Board meetings and offer advice, give suggestions and ideas
- Fully support and offer assistance to the President and the Board of Directors
- Assist membership extension and retention activities
- Act as Chairman of Long Range Planning Committee and serves as liaison officer with the Board
- Act as Election Chairman; and
- Act as supervising officer of the Senior Member Club

Vice President

General

- 1) Hold meeting with the respective Directors and go over the responsibilities, program, objectives, communications and reporting systems, and the timetable for the coming chapter events
- 2) Have meeting with Area Advisors to seek for their advice and comments when required.
- 3) Help their Directors to plan their programs
- 4) Train up the Directors. Prepare the briefing sessions, and constantly follow up on their performance and needs
- 5) Attend as many NOM and LOM functions as possible, particularly Board Meetings, Monthly Fellowship Gatherings, Inaugural Ball, AGM, Anniversary, National Convention, respective Joint Directors' Meetings and JCI Conference and Congress; and
- 6) Serve as liaison officer between the Board and the members

Vice President (Community Development)

- Supervise the planning and execution of projects under area of Community Development
- Liaise with government and public bodies on business, community and social affairs.
- Plan for any external funding and prepare proposals for the projects.
- Supervise Monthly Fellowship Gatherings as assigned.
- Serve as liaison officer between the Board and the members

Vice President (International Affairs and Chinese Affairs)

- Promote and brief the delegates attending Conference and Congress and also to entertain overseas visiting guests; and
- Enhance the relationship with sister chapters and friendship pacts
- Promote and enhance members' knowledge about Chinese Culture and Mainland Affairs through different activities such as cultural exchange trip.

Vice President (United Nations and Youth Development Affairs)

- Supervise the planning and execution of projects under area of United Nations and Youth Development Affairs
- Liaise with various educational bodies (including government departments and NGOs) on community and social affairs
- Supervise Monthly Fellowship Gatherings as assigned; and
- Serve as liaison officer between the Board and the members

Vice President (Leadership Development)

- Supervise the planning and execution of projects under areas of Leadership Development
- Encourage members to attend trainings for personal development.
- Encourage baby coaches to participate in trainings inside and outside Hong Kong Jayceettes.
- Prepare PM handbooks, handouts, slides and materials for orientation seminars.
- Enhance new members' involvement and retention of members with long JC history.
- Supervise Monthly Fellowship Gatherings as assigned.
- Serve as liaison officer between the Board and the members.

Vice President (Public Relations, Membership Affairs, Publication)

- Supervise the planning and execution of projects under Public Relations, Membership Affairs and Publication
- Liaise with external organizations on public relations affairs.
- Supervise and enhance chapter's brand image in JCI and in the public.
- Launch official Jayceettes Mobile Apps and update official website.
- Update membership directory.
- Handle member's acceptance and resignation and to report details in Board Meeting.
- Arrange Jayceettes Star sharing each month and supervise the Jayceettes Angels (mentorship scheme).
- Liaise with Chief Editor of Publication and promote chapter official snapshots.
- Supervise 48th Anniversary and organise casual gatherings.
- Serve as liaison officer between the Board and the members.

Honorary Secretary (Secretariat/ Records & Recognition)

- Supervise the planning and execution of projects under area of Secretariat and Records & Recognition.
- Supervise all secretarial and printing tasks.
- Keep all membership and office supplies.
- Prepare Organization Chart and Year Plan.
- Prepare all agendas and minutes for Board meetings and coordinate Board members' attendance.
- Record and distribute the minutes of chapter meetings. Send out as soon after a meeting as possible.
- Follow up various decisions made at Board meetings and check on progress.
- Comprehend the rules of meeting procedure.

- Arrange Annual and/or Extraordinary General Meeting(s).
- Supervise any projects as assigned.
- Update the Administration Handbook.
- Maintain the project records file and update as needed.
- Keep the Common Seal in custody.
- Maintain updated record with the Company Registry.
- Assist the President in handling Chapter's correspondences.
- Liaise with Honorary Legal Advisor.
- Study award manual and propose suitable projects for bidding of NOM and JCI awards.
- Responsible for LOM Efficiency Index (EI).

Honorary Treasurer

- Make sure that each Board member submits budget to the Board at the beginning of the year.
- Prepare a draft budget and submit it to the Board for adoption.
- Prepare monthly statements and make budget information readily available to the Board in each monthly meeting and members when required.
- Maintain a strict control over the budget and cash flow.
- Maintain journal of receipts and payments, which are records of money received and cheques issued.
- Produce appropriate finance forms (e.g. claim/advanced payment form, cash advancement, etc).
- Responsible for fund raising activity.
- Coordinate the Membership Donation Package.
- Collect membership dues and report the status at Board Meetings.
- Pay quarterly membership dues to NOM promptly.
- Compile the yearly income & expenditure account and liaise with Honorary Auditor for annual auditing.
- Keep the cheque books in custody.
- Supervise Chapter Fund raising Monthly Fellowship Gatherings as assigned

B) DIRECTORS

General

- 1) Assist the respective supervising Vice Presidents on the operation and administration of the Chapter.
- 2) Plan and supervise projects under the assigned areas.
- 3) Complete project proposal and budget for submission and discussion at Board Meetings.
- 4) Supervise and recruit project chairmen and committee members, giving them advice and encouragement whenever needed.
- 5) Supervise the compilation of project files, project records, attendance list, photos, compact disk and bid books.
- 6) Attend as many NOM and LOM functions as possible, particularly Board Meetings, Monthly Fellowship Gatherings, Inaugural Ball, AGM, Anniversary, National Convention, respective Joint Directors' Meetings and JCI Conference and Congress.
- 7) Act as communication link between project committee members and the Board.

Community Development Director

- Assist the execution of projects under areas of Community Development.
- Assist Vice President about the sponsorship and partnership liaison.
- Serve as liaison officer between the Board and the members.
- Responsible for any other additional specific duties.

Public Relations Director

- Organise leisure activities for members to maintain their bonding and active participation within the chapter.
- Assist VP on the Mobile Apps and website update.
- Represent the chapter to attend any external events.

- Update handouts, slides and materials for such meetings
- Responsible for any other additional specific duties.

International Affairs Director

- Maintain close liaison with sister LOMs through correspondence, visits and projects
- Assist VP on all the IA matters and liaison.
- Promote and coordinate delegates to attend Conference and Congress.
- Coordinate logistics arrangements for visits to sister chapters or sister chapters visit to Hong Kong.
- Update handouts, slides and materials for such meetings
- Responsible for any other additional specific duties.

Leadership Development Director

- Assist the execution of projects under areas of Training and Development
- Assist VP to prepare the PM handbook
- Responsible for any other additional specific duties

Membership Affairs Director

- Assist the execution of projects under Membership Affairs area
- Assist the VP in enhancing internal communications between members, and between our chapter with other chapters
- Assist the VP in membership recruitment and membership retention programme
- Undertake membership recruitment publicity program
- Organize orientations and pre-induction seminars
- Update handouts, slides and materials for such meetings
- Handle correspondences relating to membership enquiries
- Responsible for any other additional specific duties

United Nation Affairs and Youth Development Affairs Director

- Assist the execution of projects under United Nation Affairs and Youth Development Affairs area.
- Assist VP in promoting SDG goals.
- Serve as liaison officer between the Board and the members.
- Responsible for any other additional specific duties

C) OFFICERS

General

- 1) Assist respective Vice Presidents or Directors in the operation and administration of the Chapter.
- 2) Assist in the supervision of organizing committee members to carry out the assigned

ROLES OF PROJECT ORGANIZING COMMITTEE

Chairman

- Prepare project work schedule and organizing committee (O/C) job description
- Recruit and appoint O/C members
- Carry out O/C meetings (including evaluation meeting)
- Lead the O/C members to achieve goals of the project
- Distribute work evenly among O/C members and follow up to make sure that the assignments are carried out
- Compile project and budget proposal with O/C and submit to the Board for approval
- Suggest Guest of Honor to the Board for approval
- Act as spokesman of the O/C and be ready to answer questions when needed
- Seek advice from Supervising Officers and the Board and keep them informed of the progress at all times
- Submit project evaluation form to supervising officer for year end awards bidding.
- Submit project file within 1 month upon completion of project to supervising officer.
- Responsible for compiling bid book for bidding awards for the chapter.

Points to be noted at project O/C meetings:

- *Draft agenda and give sufficient notice for the meeting*
- *Call the meeting on time*
- *Establish a quorum*
- *Direct the business and conduct the meeting*
- *Be impartial*
- *Give firm rulings*
- *Give all persons the opportunity to speak and to vote*

Secretary

- Issue notice of the meetings and to arrange meeting venue
- Prepare agenda
- Remind members to attend meeting and to obtain written reports if members are absent from meeting
- Record minutes and preferably send it out before next meeting
- Keep the Chairman informed of any matters which may assist or invalidate proceedings at the meeting
- Draft letters in accordance with the instruction of the meeting
- Collect relevant material for compiling project file.

Treasurer

- Prepare budget based on information given by O/C members
- Review expenditures along the lines of the budget
- Keep records of bills/invoices/vouchers and etc.
- Prepare Income and Expenditure accounts and Cash report
- Submit through project chairman I/E statement for adoption by the Board.
- all cash received should be passed to supervising officers on the event day and cheques to be deposited within 3 working days after the event with a copy of all cheques for recording purpose.

Sub-Committee (S/C) Chairman and Committee Members

General

- Prepare items to be presented to the meeting thoroughly
- Write and distribute reports or proposals to other members preferably before the meeting
- Discuss with Chairman, before meeting, items not understood, exclusions on agenda, background to reports, apologies and etc.
- Brief Chairman on all matters which may come before the meeting to help eliminate questions
- Let viewpoints be known on important matters during meetings
- Perform assigned duties as planned and on time.

Program S/C

- Prepare program activities/format of the project
- Suggest speakers and judges, etc for the project
- Prepare program run down/manpower checklist in coordination with Function S/C
- Compile program sheet and souvenir program, if any
- Monitor program on the event day.

Promotion S/C

- Design circular and other promotion materials e.g. poster, internet home page etc. for promotion purpose
- Promote project to members, other Chapters, NOM officers, press and local media and the general public.
- Obtain free advertisement from press and media
- Invite media to attend project, prepare press release/kit and distribute copies for possible release.

Function S/C

- Prepare all materials required for the event e.g. banner, attendance list, corsage, stationery, souvenir and film, etc.
- Suggest and book venue
- Arrange site visit with O/Cs
- Liaise with venue on floor arrangement
- Be responsible for photo taking
- Act as floor manager of the event.

JCI HONG KONG JAYCEETTES RECOGNITION LIST

- (1) Guest of Honor / Guest Speakers
- (2) Chapter Patron
- (3) Honorary Patron
- (4) Sponsors of the Project
- (5) National President
- (6) Honorary Life President and 1988 JCI World President Senator Jennifer Yu
- (7) JCI Officers
- (8) Overseas Chapter Chief Delegates (VIPs)
- (9) JCIHK Past National Presidents by seniority
- (10) JCIHK Board of Directors
- (11) LOM Presidents
- (12) JCI Hong Kong Jayceettes Past Presidents by seniority
- (13) Senior Members Club Chairman
- (14) JCI Senators
- (15) Project Chairlady

*The above is the JCI Hong Kong Jayceettes recognition list in most situations. Please refer to the “JC Protocol” section on page 94-96 for principles of defining precedence of recognition.

OATH FOR NEW MEMBER INDUCTION

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It is recommended to use the following standardized oath during the induction ceremony. When the LOM President conducts the induction ceremony, the most senior past president presented or National Officer may be invited to witness the ceremony.

When the induction ceremony starts, ask the applicant(s) to raise the right hand.

Officer: It is our desire to prepare ourselves for positions of leadership in the community and appreciate the value of free discussion with those organizations of similar purposes. The main objects of our organization are:

To encourage and provide opportunities for young men and women to engage in the study and discussion of all aspects of commercial, industrial, economic and civic problems; and stimulate the joint efforts of young men and women for the development of themselves as individuals and in the community in which they live.

Do you subscribe to these objects?

Applicant(s): I do (say together).

Officer: Junior Chamber International is a world-wide leadership development organization, to which, Junior Chamber International Hong Kong Jayceettes is a local organization being affiliated through the National Organization – the Junior Chamber International Hong Kong. The JCI Creed reads:

We believe:

That faith in God gives meaning and purpose to human life;
That the brotherhood of man transcends the sovereignty of nations;
That economic justice can best be won by free men through free enterprise;
That government should be of laws rather than of men;
That earth's great treasure lies in human personality;
And that service to humanity is the best work of life.

Do you subscribe to this Creed?

Applicant(s): I do (say together).

Officer: The Junior Chamber activities are governed by the rules and regulations as laid down by the Junior Chamber Constitutions and By-laws. Are you willing to observe these rules?

Applicant(s): I do (say together).

Officer: In this case, I present to each of you a Junior Chamber Pin, Constitution of the chapter and welcome you to join the JC movement.

The Officer presents the pin and other membership materials.

Officer: Ladies and Gentlemen, now I present to you the new member(s) of Junior Chamber International Hong Kong Jayceettes.

STORAGE CRITERIA & ARRANGEMENT

1) Objective

To have a centralized storage of our valuable documents accumulated for more than 45 years' of excellence.

2) Storage Means

We used the Records Storage Limited (RSL) (5/F, Hopewell Logistics Centre, 2-12, Wing Kei Road, Wong Nei Chung Road, Kwai Chung.) for hardcopy document storage, and have started to make use of electronic storage since 2007.

The size of the RSL storage boxes is 1'10" x 2'10" x 5'6 1/2".

3) Stored Files (To be updated)

Up to 2016, the following documents/materials have been stored physically or electronically:

Physical Storage
2009 – 2015 accounting records
1998 – 2004 secretariat records
Annual Report – 1982, 1984-85, 1987-89, 1991-2003, 2004 (with IE statement)
Administration Handbook – 2001 to 2004
Photo Albums – 67-71, 71-74, 72, 73#1 & #2, 75, 76#1 & #2, 77#1 & #2, 78#1 & #2, 79#1 & #2, 80#1, #2, 2004 photo disk, 2004 project photos
Past project photos, slides, video tape, films – 1 box
Souvenir Programs – 10 th anniversary (1969), 25 th anniversary (1994), 35 th anniversary (2004)
Snapshots - 1982 issue 12, 1992 bumper issue, 1995 issue 7, 1996, 1997 issue 2000 (Special issue) – 2001 issue 4, 2002–2003, 2004 (issue 1-4), 2004 bumper issue
Press Supplement – 1999-2001, 2003, 2004, 10 th anniversary (1969), 25 th anniversary (1994), 35 th anniversary (2004)
Membership Directory – 2002, 2004
2004 Raffle Document and Raffle Tickets – 1 box
Nov 96 - Oct 97 LOM and NOM circular
2004 bid book with disk
2004 letterhead and envelope
APLLC dissolution file
Project files
<ul style="list-style-type: none"> - 95 APLLC - 97 - 28th anniversary celebration project file - 97 BB Olympics - 97 1st PM project "Care for Children, Care for Kei Shun" - 97 7th PM project "Triple J" - 97 LOM and NOM publication - 97 Effective Lady Manager - 97 Dec MFG - 97 CD project "Together, We care" - 98 Interchapter Bowling competition - 98 1st PM project "Fun with the Elderly" - 2000 Asian IT Forum - 2000 MFG - 2000 CD Project "ELO Friend" - 2001 MFG
<ul style="list-style-type: none"> - 2001 CD project - 2001 PM project "Tsuen Wan Tree Planting Day" - 2002 CD project "English in Action" - 2002 Aug, Sept, Oct MFG - 2003 Jan, Mar, Jun, July, Aug, Oct, Dec MFG

<ul style="list-style-type: none"> - 2003 LD project “3 secrets to brightening your Career” - 2003 2nd CD project - 2004 IA Project “Kids, Love beyond the Rainbow” - 2004 CD Project “Smile for a future mile” - 2004 MFG Project files
Project booklets: <ul style="list-style-type: none"> - 今日婦女寫照 (CD Project) (1985) - 1993 Fund Raising Project “Sally Yeh Live Fun! Fun! Fun!” - Youth Community Services (1994) Ambassadors Exchange Program (Hong Kong / Japan) Yokohama JC – Report - Environmental Protection Young Ambassador (1993) Exchange Program -手冊 (Hong Kong Jayceettes / Yokohama JC) - 環保產品比賽 (Environmental Friendly Product Competition) (1995) - Deep in our Heart (1999) - PHAB Children Fund Raising Night (2001) - 叻 Net 小孩脂多少 (2001) - Healthy Man Happy Family (2003)
Project materials: <ul style="list-style-type: none"> - The Entertainment & Economy Exhibition (Poster) (1979) - 全港青少年新聞報□剪輯比賽 (1992) - Correct Posture of Children (1993) - Hong Kong / China Youth Life Experience Camp (Poster) (1995) - “Travel Plan HK” Program (2000) - Bid Win 全面睇 (2001)
Electronic Storage
2007 Chapter documents in CD format
2008 Chapter documents in CD format

5) Storage Criteria

- a) The storage is strictly used for keeping files and materials of the JCI Hong Kong Jayceettes.
- b) All Project Files, Bid Books, Photos, Secretariat and Financial Account have to be retained as follows:
 - Project files, Bid books and Secretariat and Financial Accounts – latest 7 years
 - Photos – permanent

6) Physical Storage and Retrieval Arrangement

- a) The designated members namely President, Vice Presidents, Hon Secretary, Hon Treasurer and R&R Director with the authorized letter can have access to the materials stored at the Storage Company during office hours (Mon-Sat: 9:00am-6:00pm and Sat: 9:00 am-1:00pm) at the cost of:
 - A new seal: HK\$10 (to be replaced after each opening of the box)
 - Conference Room Rental: HK\$25 per 1/2 hour (min. 1 hour, if it takes more than 1/2 hour to study the materials); OR
 - Checking the materials in the corridor for over 15 min.: HK\$30
- b) HK\$400 will be charged for a round-trip delivery of the Secured Box to the designated place. The delivered box of materials can be kept by the responsible Jayceettes for a maximum of 2 weeks before it is returned to the Storage Company.

JCI HONG KONG JAYCEETTES BOARD OF DIRECTORS [1969-2017]

Position	1969	1970	1971	1972	1973
President	Hazel Lo	Linda Thorp	Grace Cheung	Florence Wong	Jennifer Yip
Vice President	Linda Thorp		Edwinna Fung Alice Lee	Elizabeth Fok Jennifer Yip	Lily Chung Joyce Tzang
Hon Secretary		Grace Cheung	Jennifer Yip	Rebecca Tam	Annie Tsui
Hon Treasurer			Elizabeth Fok	Elizabeth Chan	Esther Pang
Director			Susanna Choy Catherine Lai Catherine Leung Shirley Lo Joyce Tzang	Susanna Choy Lily Chung Alice Lee Lucy Lo Linda Tzang	Pansy Chan Susanna Choy Alice Lee Rebecca Man Teresa Pau
Presidential Advisor					

Position	1974	1975	1976	1977	1978
President	Joyce Tzang	Annie Tsui	Victoria Tse	Kitty Chow	Nora Cheng
Vice President	Lily Chung Annie Tsui	Teresa Pau Marge Lo	Kitty Chow Helena Lee Evanda Li	Elsa Leung Georgiana Cheung Harkima Shiu	Elsa Leung Jocelyn Yip Vanky Yip
Hon Secretary	Pansy Chan	Nora Cheng	Judy Judith Ng	Theresa Yeung	Agnes Liu
Hon Treasurer	Ingrid Cheung	Ingrid Cheung	Mariana Lau	Eangelina Leung	Alice Au
Director	Doris Cheung Betty Lee Elizabeth Montesena Esther Pang Teresa Pau Catherine Yiu	Mariana Lau Helena Lee Sandra Lee Kitty Leung Evanda Li Sandy So Victoria Tse	Nora Cheng Georgiana Cheung Amy Ma Emily Ma Harkima Shiu Jocelyn Yip Vanky Yip	Justina Chan Jennie Cheng Lilian Cheung Lily Chow Elsa Leung Maye Wong Jocelyn Yip Vanky Yip	Emily Auw Angela Chu Alice Kwan Maureen Lau Jenny So Joan Wong Maye Wong Theresa Yeung
Presidential Advisor					

Position	1979	1980	1981	1982	1983
President	Evanda Li	Elsa Leung	Emily Auw	Emily Ma	Annie Lui
Executive Vice President				Eva Lee Amy Ma	Winnie Chan Katherine Kwong
Vice President	Alice Au Agnes Liu Maye Wong	Lily Chung Annie Tsui	Mariana Lau Cherry Sin Theresa Tang	Helen Chan Christine Lim Ip Maureen Chu Lo	Shirley Chan Maureen Chu Lo Ivy Tam Maureen Yu
Hon Secretary	Emily Auw	Pansy Chan	Melina La	Maureen Yu	Tracy Luk
Hon Treasurer	Regina Ma	Ingrid Cheung	Belinda Cheung	Katherine Kwong	Elaine Cheung
Director	Anna Chan Winnie Chan Stella Choi Sophia Fung Marueen Lai Shirley Mok Goretti Siu	Ivy Chan Josephine Chu Mariana Lau Peggy Lee Noelle Leung Goretti Siu Theresa Tang Christine Yiu	Grace Chan Helena Chan Wendy Ho Sarina Kwan Katherine Kwong Annie Lui Annie Pang Linda Yu	Shirley Chan Elaine Cheung Wendy Ho Winifred Ho Frankie Kwan Sarina Kwan Rosaline Lau Betty Leung Esther Ngan Ivy Tam Trevina Tang Daisy Tsang	Valerie Cheung Catherine Chieh Connia Chu Linda Kuo Peggy Kwok May Lam Maria Li Rose Lo Lana Mak Connie Pun Selina Wong Linda Yu
Presidential Advisor		Kitty Leung	Jennifer Yu	Kitty Leung	Jennifer Yu

Position	1984	1985	1986	1987	1988
President	Maureen Chu Lo	Valerie Cheung	Jennifer Chow	Connie Pun	Margaret Wu
Executive Vice President	Shirley Chan Maureen Yu	Elaine Cheung Maria Li	Lana Mak Connie Pun	Sarina Kwan Connia Chu Lo	Elaine Cheung Catherine Chieh
Vice President	Valerie Cheung Catherine Chieh Maria Li Selina Wong	Connia Chu Lo Lana Mak Amy Pang Connie Pun	Chiu Shuk Han Sarina Kwan Peggy Yen Anna Yu	Kelly Cheung Heidi Law Monica Tang Julia To	Patricia Huang Catherine Kung Lilian Sun Winnie Yeh
Hon Secretary	Connia Chu Lo	Rebecca Rozario	Kelly Cheung	Winnie Yeh	Ada Law
Hon Treasurer	Peggy Kwok	Jadie Wong	Blanche Tsang	Grace Fok	Dana Ng
Director	Mary Fung Betty Ko Linda Kuo Brenda Li Camilla Li Lana Mak Amy Pang Rebecca Rozario Julia To Betty Wong Jadie Wong Anna Yu	Chiu Shuk Han Helena Choi Jennifer Chow Grace Fok Betty Ko Sandy Lai Camilla Li Phyllis Mong Katherine Ting Peggy Yen Anna Yu	Ophelia Chan Anne Chow Catherine Kung Evelyn Lau Heidi Law Margaret Tang Monica Tang Estella Wong Vivian Wong Winnie Yeh Kitty Yip	Emma Chan Patricia Huang Tonia Hung Caroline Keung Catherine Kung Ada Law Catherine Leung Dana Ng Juliet Ng Gloria So Lilian Sun	Sylvia Chan Mariana Chiu Ida Chow Shelina Chung Rebecca Ho Anita Kwan Carmen Lau Evangel Lee Catherine Leung Elizabeth Lung Semy Ng Shirley Wong
Presidential Advisor	Florence Wong	Nora Cheng	Jennifer Yu	Florence Wong	Maureen C Lo

Position	1989	1990	1991	1992	1993
President	Connia Chu Lo	Caroline Keung	Juliet Ng	Shelina Chung	Winnie Yeh Kung
Executive Vice President	Catherine Kung Lilian Sun	Heidi Law Dana Ng	Anita Kwan Rebecca Ho	Ida Chow Catherine Leung	Regina Ng Anita Kwan
Vice President	Ida Chow Catherine Leung Juliet Ng Gloria So	Daisy Lui Anita Kwan Rebecca Ho Shelina Chung	Regina Ng Lucy Yeou Vanessa Choi Elaine Ho	Katie Koo Pat Chong Cosina Chan Fanny Lo	Caroline Au Yeung Valentina Wong Joanne Li Katie Koo
Hon Secretary	Rose Lo Tang	Regina Ng	Fanny Lam	Valentina Wong	Cosina Chan
Hon Treasurer	Anita Kwan	Angela Ching	Daisy Lui	Joanne Li	Carol Yin
Director	Connie Chan Sylvia Chan Sandy Chong Shelina Chung Elaine Ho Rebecca Ho Susan Lam Heidi Law Anissa Lin Daisy Lui Petula Wong Shirley Wong	Evangelina Ho Fanny Lam Winnie Siu Lucy Yeou Sylvia Chan Rebecca Tse Maria Chu Katie Koo Vanessa Choi Fanny Lo Anissa Lin Elaine Ho	Cosina Chan Katie Koo Alison Chan Pat Chong Michelle Chu Blanche Wong Mable Chan Patty Fung Canyee Tsoi Anissa Lin Ada Lo Petula Wong	Angel Lee Teresa Yuen Caroline Au Yeung Cecilia Tsui Carol Yin Amily Ng Mabel Ng Sharon Hung Doris Leung Constance Law Alison Chan Alice Sung	Doris Leung Winnie Wong Louisa Wong Elinor Chiu Alice Liu Mabel Ng Judy Ho Candy Lee Launy Chan Ella Kwan Karry Wong Rebecca To
Presidential Advisor	Evanda Li	Jennifer Chow	Valerie Cheung	Caroline Keung	Valerie Cheung

Position	1994	1995	1996	1997	1998
President	Anita Kwan	Caroline Au Yeung	Alice Liu	Shirley MK Chan	Phyllis Chan
Executive Vice President	Caroline Au Yeung Valentina Wong	Alvina Lam Alice Liu	Rebecca To Shirley MK Chan	Joyce Li Eliza Pang	Doris Leung Matty Wong
Vice President	Alice Liu Winnie Wong Rafia Chiu Alvina Lam	Miranda Cheng Doris Leung Joyce Li Rebecca To	Sabrina Tin Phyllis Chan Packy Au Yeung Eliza Pang	Packy Au Yeung Patience Leung Matty Wong Lorna Lau	Brenda Lam Christine Lam Julie Lau Corrina Wong
Hon Secretary	Sati Lam	Lorna Lau	Grace But	Josepha Wong	Anita Ho
Hon Treasurer	Joyce Li	Phyllis Chan	Cheung Shuk Yi	Julie Lau	Windy Wong
Director	Fanny Lo Mabel Ng Phyllis Chan Ella Kwan Cecilia Lai Lynny Leung Petula Wong Judy Ho Teresa Au Yeung Anita Ho Ellen Lau Lorna Lau	Packy Au Yeung Elen Chu Lau Anita Ho Katie Koo Cecilia Lai Sophia Lam Wimi Lam Macky Lee Candy Leung Angela Leung Karin-Joyce Tjon Corrina Wong	Patience Leung Cecilia Lai Selina Leung Matty Wong Josepha Wong Eva Ng Brenda Lam Corrina Wong	Jessica Ho Vera Ho Christine Lam Wimi Lam Dianna Liu Cindy Lui Betty Wong Windy Wong	Ivy Cheung Elaine Ho Rita Hung Elisa Lai Rainby Leung Fanny Loh Cindy Lui Petula Wong Marie Yuen
Presidential Advisor	Connia C Lo	Margaret Wu	Juliet Ng	Connia C Lo	Margaret Wu

Position	1999	2000	2001	2002	2003
President	Peggy Yen	Regina Ng	Joanne Li	Brenda Lam	Wimi Lam
Executive Vice President	Daisy Lui Rebecca To	Daisy Lui Corrina Wong	Polly Chow Brenda Lam		
Vice President	Elaine Ho Ella Kwan Cecilia Tsui Petula Wong	Polly Chow Jacqueline Kung Wimi Lam Betty Li	Betty Chan Louisa Ng Mariana Ng Josepha Wong	Catherine Chai Ivy Cheung Mariana Ng Alice Wai	Ally Lai Amy Leung Candy Leung Mandy Yeung
Hon Secretary	Louisa Ng	Tracy Ip	Ally Lai	Regine Tam	Eva Lum
Hon Treasurer	Regina Ng	Elaine Ho	Lorna Lau	Eva Ng	Kim Cheng
Director	Bella Chan Betty Chan Kim Chan Polly Chow Josephine Chu Tisa Fan Betty Li Jacqueline Kung Tina Lui Shirley Wong	Catherine Chai Betty Chan Antonia E. Cruz Evangel Lee Rainby Leung Rebecca Leung Eva Ng Mariana Ng Phyllis Ng Alice Tsui	Launy Chan Tracy Ip Candy Leung Debbie Leung Phyllis Ng Alice Wai Windy Wong Marjorie Wu Kate Yip	Kim Cheng Ring Chung Elaine Ho Joanne Lam Amy Leung Eva Loo Florence Tsang Nicole Wong Mandy Yeung	Ivy Cheung Carina Chuang Betty Fung Joanne Lam Peggy Lau Betty Ng Claudia Ng Edith Pong
Presidential Advisor	Shelina Chung	Margaret Wu	Anita Kwan	Shirley Chan	Shelina Chung

Position	2004	2005	2006	2007	2008
President	Mariana Ng	Elaine Ho	Jeritza Wong	Eva Lum	Anny Kwan
Executive Vice President		Ivy Cheung Carina Chuang	Maranda Ma		
Vice President	Carina Chuang Joanne Lam Betty Ng Eva Ng	Eva Lum Maranda Ma Rina Tsoi Jeritza Wong	Jennifer Lam Kathy Woo Candy Yu	Dilys Lam Rina Tsoi Suzanne So	Dennie Chan Tracy Lau Eva Ng
Hon Secretary	Mandy Yeung	Stella Woo	Mandy Kok	Ophelia Chan	Maranda Ma
Hon Treasurer	Tracy Ip	Mandy Kok	Lisa Kwong	Anny Kwan	Diana Tai
Director	Ivy Cheung Charity Hon Jennifer Lam Peggy Lau Bonnie Law Eva Loo Eva Lum Maranda Ma Edith Pong	Christina Chan Vera Cheung Jacqueline Ho Hazel Lam Peggy Lau Ada Leung Ganesha Leung Suzanne So Kathy Tang Candy Yu	Cherie Chang Eunice Chen Joyce Fok Gigi Fung Suzanne So Bonnie Yung	Bonei Guo Tracy Lau Fanny Ng Lucia Wong Julie Wong	Kwok Sau Hing Fanny Ng Vivien Wan Crystal Wong Lucia Wong
Presidential Advisor	Peggy Yen	Brenda Lam	Alice Liu	Margaret Wu	Brenda Lam

Position	2009	2010	2011	2012	2013
President	Jennifer Lam	Kathy Woo	Winnie Tsang	Winnie Yeung	Pauline Lau
Executive Vice President					
Vice President	Joanne Lam Lucia Wong Winnie Tsang	Edith Pong Michel Fong Winnie Tsang	Flora Fu Pauline Lau Winnie Yeung	Stella Woo Carol Yeung Samantha Hui	Kannie Au Naomi Chan Vicky Chan Wendy So
Hon Secretary	Betty Ng	Mandy Chan	Jocelyn Chan	Tiffany Lee	Alfreda Yu
Hon Treasurer	Fanny Ng	Maggie Cheng	Joanne Lam	Vivien Wan	Judy Wong
Director	Vanessa Chan Winnie Yeung	Jasmine Yeung Lilian Lam Pauline Lau	Wendy So Wenz To Judy Wong Carol Yeung Vivian Yeung	Susanna Lam Kannie Au Sarah Mui	Cally Wong Sunny Chan Denise Wu Do Do So
Presidential Advisor	Alice Liu	Connia Chu Lo / Mariana Ng	Alice Liu / Anny Kwan	Eva Lum / Anny Kwan	Jertiza Wong / Kathy Woo

Position	2014	2015	2016	2017
President	Carol Yeung	Naomi Chan	Patrizia Yeung	Do Do So
Executive Vice President				
Vice President	Naomi Chan Do Do So Rosanna Wong Patrizia Yeung	Kannie Au Rosanna Wong Patrizia Yeung	Carmen Mak Rosanna Wong Vicki Chan Vincy Wong	Krystle Fong Samantha Kong Davina Wong Haze Wong
Hon Secretary	-	Rachel Ng	Krystle Fong	Marissa Tse
Hon Treasurer	Winnie Ho	Vicky Chan	Queenie Ng	Pinky Chiu
Director	Annie Cheung Aubree Wai Cally Wong	Vicki Chan Pinky Chiu Vicky Kwan Carmen Mak	Davina Wong Linda Choi Pinky Chiu Vicky Kwan Winnie Wong Valen Ng	Ellen Chung Kitty Leung Dora Chan Christal Leung Valen Ng
Presidential Advisor	Alice Liu	Mariana Ng / Winnie Tsang	Anny Kwan / Jennifer Lam	Phyllis Chan

JAYCEETTES INVOLVED IN JCI & JCIHK (1969-2017)

Year	JCI Involvement	JCIHK Involvement
1973		Florence Wong (Secretary General)
1974	Florence Wong (APDC Secretary General)	Florence Wong (Vice President) Jennifer Yu (Director)
1975		Jennifer Yu (Vice President)
1976		Annie Tsui (Vice President)
1977	Jennifer Yu (APDC Councilor)	Amy Ma (Director) Teresa Pun (Director)
1979	Jennifer Yu (Hong Kong ASPAC Conference Director)	Nora Cheng (Vice President) Vanky Yip (Secretary General)
1980		Nora Cheng (Secretary General)
1981		Kitty Leung (Vice President) Christine Lim (Director)
1982		Emily Auw (Vice President) Theresa Tang (Director) Nora Cheng (Convention Director)
1983		Kitty Leung (National President) Emily Ma (Vice President) Elsa Leung (Director)
1984		Kitty Leung (Immediate Past President) Annie Lui (Vice President) Christina Chuck (Director)
1985	Jennifer Yu (Vice President)	Maureen Chu Lo (Vice President) Maureen Yu (Director)
1986		Valerie Cheung (Vice President) Connia Chu Lo (Director) Valerie Cheung (TOYP Chairman)
1987	Jennifer Yu (Executive Vice President)	Nora Cheng (National President) Margaret Wu (Secretary General) Lana Mak (Director) Maureen Chu Lo (TOYP Chairman)
1988	Jennifer Yu (World President)	Nora Cheng (Immediate Past President) Connia Chu Lo (Vice President) Kelly Cheung (Director)
1989		Sarina Kwan (Director) Margaret Wu (World JC Day Chairman)
1990		Lilian Sun (Director) Valerie Cheung (Convention Director)
1991	Connia Chu Lo (ASPAC Senate Board Director)	Peggy Yen (Director) Connia Chu Lo (TOYP Chairman)
1992	Connia Chu Lo (ASPAC Senate Board Vice President) Connia Chu Lo (ASPAC Secretariat Team Leader)	Winnie Yeh Kung (Secretary General) Juliet Ng (Director) Anita Kwan (Director) Connia Chu Lo (Senate Screening Committee Member)
1993	Margaret Wu (HK World Congress Deputy Congress Director) Peggy Yen (HK World Congress Deputy Congress Director) Nora Cheng (HK World Congress Advisor) Connia Chu Lo (HK World Congress Advisor & ASPAC Secretariat Team Leader) Valerie Cheung (HK World Congress Advisor)	Juliet Ng (Vice President) Shelina Chung (Director)
1994		Regina Ng (R&R Director) Caroline Keung (Senate Screening Committee Member) Winnie Yeh Kung (TOYP Chairman)

Year	JCI Involvement	JCIHK Involvement
1995	Anita Kwan (ASPAC Senate Board Director) Connia Chu Lo (Cheju ASPAC Secretariat Team Leader)	Fanny Lo (Director) Valentina Wong (Director) Regina Ng (Commission Chairman)
1996		Anita Kwan (Vice President) Regina Ng (Hon Treasurer) Anita Ho (Director) Nora Cheng (Trust Fund Chairman) Margaret Wu (Senate Screening Committee Member) Margaret Wu (Awards Review Ad Hoc Committee Member) Valentina Wong (Commission Chairman)
1997	Margaret Wu (Pattaya ASPAC Secretariat Team Leader)	Caroline Au-Yeung (Vice President) Alice Liu (Hon Treasurer) Phyllis Chan (Director) Nora Cheng (Trust Fund Chairman) Connia Chu Lo (NOM Senior Member Club, Charter VP) Shelina Chung (Senate Screening Committee Member) Miranda Cheng (Commission Chairman)
1998	Caroline Au-Yeung (Vice President) Margaret Wu (Macau ASPAC Secretariat Team Leader)	Alice Liu (General Legal Counsel) Valentina Wong (Vice President) Joyce Li (Director) Nora Cheng (Trust Fund Chairman) Peggy Yen (Convention Director)
1999	Caroline Au-Yeung (Executive Vice President) Margaret Wu (Bali ASPAC Secretariat Team Leader)	Phyllis Chan (Vice President) Brenda Lam (Director) Nora Cheng (Panel of Adviser) Connia Chu Lo (LRPC Member, NOM Constitution Review Committee Member) Alice Liu (Commission Chairman) Valentina Wong (Commission Chairman) Shirley MK Chan (TOYP Chairman)
2000	Caroline Au-Yeung (Treasurer) Shirley Chan (JCI Representative to the UN in Asia) Shirley Chan (ASPAC Senate Board Director) Margaret Wu (Kaohsiung ASPAC Secretariat Team Leader and Sapporo World Congress Minutes-taking Team Leader)	Peggy Yen (Vice President) Brenda Lam (Secretary General) Joanne Li (Director) Connia Chu Lo (LRPC Member) Nora Cheng (Senate Screening Committee Member) Eliza Pang (Commission Chairman) Alice Liu (50 th Anniversary Celebration Chairman)
2001	Shirley Chan (ASPAC Senate Board Director) Margaret Wu (Daegu ASPAC Secretariat Team Leader and Barcelona World Congress Minutes-taking Team Leader)	Eliza Pang (Vice President) Caroline Au-Yeung (Panel of Adviser) Connia Chu Lo (LRPC Member) Peggy Yen (TOYP Chairman)
2002	Shirley Chan (ASPAC Senate Board Director 5/2001-5/2002) Margaret Wu (ASPAC Senate Board Director 5/2002-5/2003) Margaret Wu (Sendai ASPAC Secretariat Team Leader and Las Vegas World Congress Minutes-taking Team Leader) Phyllis Chan (JCI HQ Training Manager)	Alice Liu (Executive Vice President) Wimi Lam (Director) Louisa Ng (Director) Connia Chu Lo (LRPC Member) Joanne Li (Training & Development Council Chairman) Shelina Chung (Membership Strategy Committee Member)
2003	Margaret Wu (ASPAC Senate Board Director 5/2002-5/2003) Margaret Wu (Cebu ASPAC Secretariat Team Leader) Phyllis Chan (JCI HQ Training Manager)	Alice Liu (National President) Alice Wai (Honorary Treasurer) Nora Cheng (Panel of Adviser) Connia Chu Lo (LRPC Member) Peggy Yen (Award Judging Chairman)

Year	JCI Involvement	JCIHK Involvement
2004	Phyllis Chan (Meetings and Board of Directors Manager)	Alice Liu (National Immediate Past President) Winnie Wong (Senior Member Club Chairman) Elaine Ho (Director) Connia Chu Lo (LRPC Member) Margaret Wu (Accounts Receivable Review Committee Member) Doris Leung (Accounts Receivable Review Committee Member) Ally Lai (Training Commission Committee Chairman)
2005	Phyllis Chan (Meetings and Board of Directors Manager)	Cindy Lui (Secretary General) Shelina Chung (JCI Liaison Committee Advisor) Alice Liu (Nomination Committee Member, Award Judging Chairman) Ally Lai (Community Development Commission Chairman)
2006		Ivy Cheung (Hon Treasurer) Carina Chuang (Director) Eva Ng (Director) Nora Cheng (Senate Screening Committee Member) Alice Liu (Nomination Committee Member, Award Judging Chairman) Ally Lai (SMC Vice Chairman)
2007		Doris Leung (SMC Vice Chairman) Jeritza Wong (NBN Vice Chairman) Brenda Lam (Senate Committee Member)
2008	Wimi Lam (JCI University Assistant Trainer for JCI Admin)	Alice Liu (Senate Screening Committee Member, JCIHK Choir Advisor) Ally Lai (Chief Committee Member of Trainer Services of TDC) Angela Chan (Senior Member Club Public Relations Director) Doris Leung (SMC Vice Chairman) Eva Lum (National Vice President) Jeritza Wong (NBN Vice Chairman) Phyllis Chan (Training Institute Training Director) Shelina Chung (Area Advisor of Trainer Development Internal of TDC) Wimi Lam (JCI Lead Learning Trainer of JCIHK) Winnie Wong (Senior Member Club Advisor) Winnie Yeung (Committee Member of Trainer Development International of TDC)
2009		Carina Chuang (National Honorary Treasurer) Kathy Woo (National Community Development Director) Eva Lum (TDC Chairman) Anny Kwan (National Community Concern Group Vice Chairman) Dilys Lam (TDC Vice Chairman) Maranda Ma (HS of Mainland Affairs Commission) Jeritza Wong (JCIHK Choir Master) Alice Liu (JCIHK Choir Advisor) Winnie Wong (Senior Member Club Advisor)

Year	JCI Involvement	JCIHK Involvement
2010	Carina Chuang (JCI Asia Pacific Development Council Officer)	Jennifer Yu (Senior Member Club Hon Patron) Nora Cheng (2012 JCI ASPAC HK Conference Executive Committee) Alice Liu (National Membership Affairs Advisor, Senator Screening Committee Member JCIHK Choir Advisor, Award Judging Chairman) Angela Chan (SMC Chairman) Eva Lum (TDC Chairman) Brenda Lam (SMC Treasurer) Polly Chow (SMC Secretary) Dilys Lam (SMC Director) Winnie Wong (Senior Member Club Advisor) Joanne Lam (National Records & Recognition Director) Fanny Ng (National Business Director) Margaret Wu (Task Force Committee for JCI History)
2011	Kathy Woo (UN Affairs Commissioner for Asia and the Pacific) Jeritza Wong (JCI Asia Pacific Senate Director)	Jennifer Yu (SMC Hon Patron) Alice Liu (Long Range Planning Committee Member, Nomination Committee Member, JCIHK Choir Advisor) Eva Lum (Training and Development Council Immediate Past Chairman) Jennifer Lam (2011 TOYP Deputy Chairman) Vivien Wan (National International Affairs Director) Winnie Wong (SMC Advisor) Angela Chan (SMC Immediate Past Chairman) Dilys Lam (SMC Vice Chairman) Maranda Ma (Jan-Jun 11 UNMDG Project Chairman)
2012	Jeritza Wong (JCI Asia Pacific Senate Director) Nora Cheng (HK ASPAC Advisor)	Jennifer Yu (SMC Hon Patron) Alice Liu (Long Range Planning Committee Member, Nomination Committee Member, JCIHK Choir Advisor) Angela Chan (SMC Advisor) Brenda Lam (SMC Vice Chairman) Dilys Lam (SMC Secretary) Jennifer Lam (NVP) Jasmine Yeung (NIA D)
2013	Jeritza Wong (JCI Asia Pacific Senate Director)	Jennifer Yu (National Alumni Club Hon. Patron) Alice Liu (JCIHK NOM Advisor, JCIHK LRPC Committee Member) Jennifer Lam (48 th National Convention Director) Angela Chan (National Alumni Club Advisor) Dilys Lam (National Alumni Club Treasurer) Petula Wong (National Alumni Club Secretary) Carol Yeung (National International Affairs Director) Jasmine Yeung (NIAC Vice Chairman) Sarah Mui (JCIHK Publication Team OC) IPP Winnie Yeung (JCI HK NBN Vice Chairman, JCIHK Debating Team Head Coach) Lillian Lam (JCIHK Highway to success Vice Chairman)

Year	JCI Involvement	JCIHK Involvement
2014	Pauline Lau (JCI Special Recognition Program Committee (Asia and the Pacific))	Jennifer Yu (National Alumni Club Hon. Patron) Alice Liu (HKJC Foundation Secretary) Eva Lum (Training and Development Council Advisor) Winnie Yeung (National Vice President) Angela Chan (National Alumni Club Advisor) Daisy Lui (National Alumni Club Secretary) Petula Wong (National Alumni Club Vice Chairman (International Affairs)) Tiffany Lee (National Corporate Communication Commission Vice Chairman) Susanna Lam (2014 Nothing But Coffee Project Chairman)
2015	Carol Yeung (UN Affairs Commissioner for Asia and the Pacific)	Jennifer Yu (National Alumni Club Hon. Patron) Alice Liu (JCIHK 65 th Anniversary Advisor, HKJC Foundation Secretary) Tiffany Lee (National Corporate Communication Director) Daily Lui (National Alumni Club Treasurer) Ally Lai (National Alumni Club Public Relations Director) Candy Yu (National Alumni Club International Affairs Director) Winnie Yeung (JCIHK Inaugural Ceremony Organizing Committee Chairman) Eva Lum (National Training & Development Commission Advisor) Anny Kwan (National Senate Committee Member)
2016	Naomi Chan (JCI Peace is Possible Committee Member (Asia and the Pacific))	Jennifer Yu (National Alumni Club Hon. Patron) Candy Yu (JCI Alumni Club Vice Chairman (Gathering)) Daisy Lui (JCI Alumni Club Vice Chairman (Membership)) Doris Leung (JCI Alumni Club Vice Chairman (Public Relations)) Do Do So (National Community Development Director) Pauline Lau (Executive Assistant to National President) Carol Yeung (JCI HK Inaugural Ball Organizing Committee Chairman) Alice Liu (Honorary Secretary of The Board of HKJC Foundation) Anny Kwan (Senate Committee Member)
2017		Jennifer Yu (National Alumni Club Hon. Patron) Winnie Yeung (National Executive Vice President Senator) Rosanna Wong (National Corporate Communications Commission Chairman) Carol Yeung (National Partnership Liaison Commission Chairman Senator) Naomi Chan (National International Affairs Commission Vice Chairman) Carmen Mak (National Foreign Affairs Commission Vice Chairman)

INTERNAL AWARDS AND INCENTIVE RECOGNITION FOR PAST YEARS

Most Outstanding Jayceette (General Member)

<u>Award</u>	<u>Cert of Merit</u>	<u>Award</u>	<u>Cert of Merit</u>
1988 Caroline Keung	Nil	1989 Elaine Cheung	Nil
1990 Juliet Ng	Ida Chow	1991 Nil	Shelina Chung
1992 Petula Wong	Nil	1993 Nil	Nil
1994 Alvina Lam	Valentina Wong	1995 Winnie Wong	Nil
1996 Nil	Nil	1997 Nil	Nil
1998 Wimi Lam	Nil	1999 Joanne Li	Nil
2000 Rebecca To	Nil	2001 Jacqueline Kung	Nil
2002 Polly Chow	Nil	2003 Elaine Ho	Nil
2004 Nil	Nil	2005 Nil	Nil
2006 Eva Lum	Nil	2007 Nil	Nil
2008 Nil	Nil	2009 Nil	Nil
2010 Nil	Nil	2011 Nil	Nil
2012 Nil	Nil	2013 Jennifer Lam	Nil
2014 Alfreda Yu	Nil	2015 Nil	Nil

Best Jayceette

<u>Award</u>	<u>Cert of Merit</u>	<u>Award</u>	<u>Cert of Merit</u>
2009 Nil	Nil	2010 Nil	Nil
2011 Jasmine Yeung	Nil	2012 Wendy So	Nil
2013 Nil	Nil	2014 Nil	Nil
2015 Nil	Nil		

Most Outstanding Executive Committee / Director (Category I)

<u>Award</u>	<u>Cert of Merit</u>	<u>Award</u>	<u>Cert of Merit</u>
1993 VP Valentina Wong	VP Joanne Li	1994 VP Alice Liu	VP Caroline Au Yeung
1995 VP Doris Leung	VP Joyce Li	1996 VP Phyllis Chan	VP Eliza Pang
1997 EVP Eliza Pang	EVP Joyce Li	1998 EVP Doris Leung	VP Brenda Lam
1999 VP Petula Wong	VP Elaine Ho	2000 VP Polly Chow	HS Tracy Ip
2001 EVP Polly Chow	VP Mariana Ng	2002 VP Mariana Ng	VP Alice Wai
2003 HS Eva Lum	Nil	2004 VP Betty Ng	VP Carina Chuang
2005 VP Jeritza Wong	EVP Ivy Cheung	2006 VP Candy Yu	Nil
2007 VP Dilys Lam	HT Anny Kwan	2008 VP Eva Ng	Nil

Most Outstanding Director (Category II)

<u>Award</u>	<u>Cert of Merit</u>	<u>Award</u>	<u>Cert of Merit</u>
1993 Elinor Chiu	Alice Liu	1994 Phyllis Chan & Anita Ho	Nil
1995 Karin-Joyce Tjon	Wimi Lam	1997 Wimi Lam	Windy Wong
1996 Brenda Lam	Eva Ng	1999 Polly Chow	Nil
1998 Elaine Ho	Fanny Loh	2001 Tracy Ip	Debbie Leung
2000 Mariana Ng	Catherine Chai	2003 Carina Chuang	Nil
2002 Amy Leung	Elaine Ho	2005 Candy Yu	Suzanne So
2004 Eva Lum	Jennifer Lam	2007 Lucia Wong	
2006 Suzanne So	Gigi Fung		
2008 Lucia Wong	Fanny Ng		

Best/Outstanding Director

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
2009	Lucia Wong	Winnie Tsang	2010	Lilian Lam	Winnie Tsang Pauline Lau
2011	Pauline Lau	Carol Yeung	2012	Tiffany Lee	Kannie Au
2013	Alfreda Yu	Naomi Chan	2014	Patrizia Yeung	Nil
2015	Vicky Chan	Vicki Chan Carmen Mak	2016	Krystle Fong	Vicki Chan

Most Outstanding Officer

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
1990	Cosina Chan	Blanche Wong	1991	Valentina Wong	Joanne Li
1992	Rebecca To	Elinor Chiu	1993	Joyce Li	Alvina Lam
1994	Annabella Lau	Wimi Lam	1995	Ally Lai	Nil
1996	Claudia Li	Cindy Lui	1997	Eva Ng	Elaine Ho
1998	Rita Lam	Nil	1999	Alice Tsui	Nil
2000	Alice Wai	Nil	2001	Amy Leung	Nil
2002	Carina Chuang	Charity Hon	2003	Bonnie Law	Maranda Ma
2004	Jeritza Wong	Shannon Leung	2005	Kathy Woo	Gigi Fung
2006	Kwok Sau Hing	Fanny Ng	2007	Kathy Woo	Stella Woo
2008	Nil	Nil	2014	Carmen Mak	Nil
2015	Linda Choi		2016	Kitty Leung	Ella Ho

Best Officer

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
2009	Nil	Jasmine Yeung	2010	Wendy So	Nil
2011	Nil	Nil	2012	Vicky Chan	Naomi Chan

Best/Outstanding Team

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
2012	External Affairs Team		2013	Community Development & Publication	Administration
2014	External Affairs		2015	International Affairs	
2016	International Affairs				

Most Promising New Jayceette Note: (1) 1st half year; (2) 2nd half year

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
1989	Alison Chan	Nil	1990	Nil	Nil
1991	Joanne Li	Caroline Au Yeung	1992	Elinor Chiu	Alice Liu & Helen Wong
1993	Anita Ho	Nil	1995	Karin-Joyce Tjon ⁽¹⁾ Matty Wong ⁽²⁾	Nil
1994	Bonnie Chui	Teresa Pun Brenda Lam	1997	Diana Liu	Fanny Chu
1996	Betty Wong	Silvia Lam	1999	Mariana Ng	Catherine Chai
1998	Alice Tsui	Nil	2001	Charity Hon	
2000	Mandy Yeung	Nil	2003	Bonnie Law	Nil
2002	Carina Chuang	Betty Ng	2005	Candy Yu ⁽¹⁾	Kathy Woo, Lisa Kwong, Gigi Fung
2004	Mandy Kok ⁽¹⁾	Nil		Irene Lee ⁽²⁾	Evelyn Lee & Kwok Sau Hing
	Jacqueline Ho ⁽²⁾	Nil			
2006	Amy Wong ⁽¹⁾ Anny Kwan ⁽²⁾	Nil Dilys Lam ⁽²⁾	2007	Vivien Wan	
2008	Mandy Chan ⁽¹⁾ Winnie Tsang ⁽²⁾				

Best/Outstanding New Jayceette

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
2009	Lilian Lam	Vincy Wong Maggie Cheng Wendy So	2010	Vivian Yeung ⁽¹⁾ Carol Yeung ⁽²⁾	Sarah Mui ⁽¹⁾ Judy Wong ⁽²⁾ Polly Chan ⁽²⁾
2011	Jacqueline Chan (1); Kannie Au (2)	Susanna Lam (1)	2012	Naomi Chan (1) Do Do So (2)	Patrizia Yeung (1) Cally Wong (2)
2013	Annie Bobo Cheung		2014	Carmen Mak (1) Rachel Ng (2)	Pinky Chiu (1) Emily Wu (1) Vicki Chan (2)
2015	Samantha Kong (1) Davina Wong (2)	Valen Ng (1) Marissa Tse (1) Krystle Fong (2)	2016	Dora Chan (1) Ellen Chung (2)	Sherry Chong (1) Vicki Loo (2) Caren Ngai (2)

Note: (1) 1st half year; (2) 2nd half year

Most Outstanding Project Chairman

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
1988	Gloria So	Nil	1989	Monica Tang	Nil
1990	Connie Lok	Nil	1991	Nil	Marian Koa
1992	Petula Wong Valentina Wong	Nil	1993	Elinor Chiu	Winnie Wong
1995	Teresa Pun	Cecilia Tsui	1994	Peggy Yen	Nil
1997	Jacqueline Kung	Petula Wong	1996	Joyce Li	Miranda Cheng
1999	Joanne Li	Eliza Pang	1998	Rita Lam	Nil
2001	Louisa Ng	Nil	2000	Nil	Nil
2003	(I) Edith Pong (E) Claudia Ng	Nil Kathy Tang	2002	(I) Polly Chow (E) Matty Wong	Nil Nil
2005	(I) Kathy Woo (E) Betty Ng	Eunice Chen Matty Wong Alice Wai	2004	(I) Rainby Leung	Nil
2007	(I) Sabrina Tin (E) Kathy Woo		2006	(I) Alice Wai (E) Eva Lum (E) Stella Woo	Maranda Ma Nil
			2008	(I) Jennifer Lam (E) Stella Woo	Lucia Wong Fanny Ng

Note: (I) - Internal Project; (E) - External Project

Most Outstanding Project Chairman (formerly known as Best Project Chairman)

	<u>Award</u>	<u>Cert of Merit</u>		<u>Award</u>	<u>Cert of Merit</u>
2009	(M) Michel Fong (N) Debbie Tang	(M) Vanessa Chan (M) Winnie Yeung (N) Vivien Wan	2010	(M) Vivien Wan (N) Winnie Yeung	(M) Winnie Yeung (N) Hing Kwok
2011	(M) Susanna Lam (N) Flora Fu	(M) Nil (N) Nil	2012	(M) Vicky Chan (N) Pauline Lau	(M) Cally Wong (N) Carol Yeung
2013	Do Do So	Contance Wong Vivian Yeung	2014	(M) Aubree Wai (N) Alfreda Yu	(M) Phoebe Lee (N) Annie BoBo Cheung
2015	(M) Linda Choi (N) Samantha Kong	(M) Do Do So (M) Carmen Mak (N) Rosanna Wong	2016	(M) Davina Wong (N) Cally Wong	(M) Krystle Fong (M) Dora Chan

Note: (M) - MFG, (N) - (non MFG)

Most Outstanding Organizing Committee Member

<u>Award</u>	<u>Cert of Merit</u>	<u>Award</u>	<u>Cert of Merit</u>
1988 Rebecca Ho	Nil	1989 Vanessa Choi	Alison Chan
1990 Cosina Chan	Shirley Chan		Cecilia Tsui
	Lucy Yeou	1991 Amily Ng	Doris Leung
1992 Nil	Alice Liu	1993 Eliza Pang	Anita Ho
1994 Miranda Cheng	Queenie Wu	1995 Jacqueline Kung	Nil
1996 Nil	Nil	1997 Louisa Wong	Brenda Lam
1998 Petula Wong	Nil	1999 Mariana Ng	Nil
2000 Catherine Chai	Nil	2001 Debbie Leung	Nil
2002 (I) Carina Chuang	Nil	2003 (I) Maranda Ma	Nil
(E) Mariana Ng	Betty Ng	(E) Bonnie Law	Nil
2004 (I) Eva Lum	Joe Yip	2005 (I) Lisa Kwong	Evellyn Lee
			Gigi Fung
(E) Shannon Leung	Nil	(E) Candy Yu	
2006 (I) Betty Ng	(I) Lucia Wong	2007 (I) Diana Tai	Lucia Wong
(E) Ophelia Chan	(E) Shannon Leung	(E) Lucia Wong	
2008 (I) Mandy Yeung	Winnie Tsang		
(E) Winnie Tsang	Vanessa Chan		

Note: (I) - Internal Project; (E) - External Project

Most Outstanding Organizing Committee Member (formerly known as Best Organizing Committee Member)

<u>Award</u>	<u>Cert of Merit</u>	<u>Award</u>	<u>Cert of Merit</u>
2009 (M) Pauline Lau	(M) Wendy So	2010 (M) Jocelyn Chan	(M) Polly Chan
(N) Lilian Lam	(N) Alfreda Yu		(M) Judy Wong
2011 (M) Tiffany Lee	(M) Nil	(N) Carol Yeung	(N) Judy Wong
(N) Jacqueline Chan	(N) Samantha Hui	2012 (M) Do Do So	(M) Constance Wong
2013 Do Do So	Aubree Wai	(N) Wendy So	(N) Susanna Lam
2015 (M) Dora Leung	(M) Mabel Kan	2014 (M) Carmen Mak	
	(M) Sandy Luen	(N) Pinky Chiu	
(N) Do Do So	(N) Davina Wong	2016 (M) Marie Kam	
		(N) Kitty Leung	(N) Dora Chan
			(N) Karen Lai

Note: (M) - MFG, (N) – (non MFG)

Best Project of the Year (External)

1988	Healthy Living = Happy Life
1989	Step in, Light Up the Retarded and Foreigners Speaking Putonghua Competition
1990	Hong Kong - Striving to Excel <i>Foreigners Speaking Putonghua Competition (Cert of Merit)</i>
1991	"Read More, Care More" News Scrapbook Compilation Contest <i>Foreigners Speaking Putonghua Competition (Cert of Merit)</i>
1992	Foreigners Speaking Putonghua Competition <i>"Read More, Care More" News Scrapbook Compilation Contest" (Cert of Merit)</i>
1993	Environmental Protection Young Ambassadors Exchange Program <i>"金錢管你? Uncommon Cents" (Cert of Merit)</i>
1994	Youth Community Services Ambassador Exchange Program <i>Dignity, Integrity & Pledge for a Better Future (Cert of Merit)</i>
1995	Environmental Friendly Product Competition <i>Hong Kong/China Youth Life Experience (Cert of Merit)</i>
1996	Sexual Harassment Hot Line 907
1997	International Tree Planting Day

- 1998 Stress among Women in Modern Society
- 1999 Outstanding Business Proposal Selection
Deep in Our Heart (Cert of Merit)
- 2000 Travel.Plan.HK
ECO Friends (Cert of Merit)
- 2001 Cyber Child Weight Control Program“叻 NET 小孩「脂」多少”
- 2002 Effective Lady Managers - My True Colors
- 2003 Healthy Man, Happy Family
3 Secrets of Brightening Your Career (Cert of Merit)
- 2004 Kids, Love Beyond the Rainbow
Smile for a Future Mile (Cert of Merit)
- 2005 HK Master of Ceremony Competition
Dreams Beyond Boundaries (Cert of Merit)
Tutti Flutti Fantasia Jayceettes Dream On Stage (Cert of Merit)
- 2006 Love in Heart, Love in Home
HK Master of Ceremony Competition (Cert of Merit)
- 2007 “Elite Leadership Series”
- 2008 [登入快樂網@Happiness.Net](#)
HK Master of Ceremony Competition (Cert of Merit)

Best Project of the Year (Internal)

- 1991 "Effective Lady Manager" Seminar 1990
"Effective Lady Manager" Seminar 1991 (Cert of Merit)
- 1992 "The Celebration" 23rd Anniversary
"Effective Lady Manager" Seminar (Cert of Merit)
- 1993 "Sally Yeh Live! Fun! Fun! Fund!" Fund Raising Project
- 1994 “Silver Fantasia Gala” Anniversary and Fund Raising Ball
- 1995 “Walk...athon, Fund...athon” Fund Raising Project
“女青商續紛廿六載之情牽江南十月天 – 26th Anniversary” (Cert of Merit)
- 1996 Creative Thinking and Brainstorming Workshop 96
August Monthly Fellowship Gathering (Cert of Merit)
- 1997 BB Olympics
Somewhere in Time (Cert of Merit)
- 1998 Nil
- 1999 Happy Parents Super Kids
30th Anniversary Ball (Cert of Merit)
- 2000 Nil
- 2001 “The 32nd Street” Anniversary Celebration
- 2002 33rd Anniversary Celebration - Golden Melodies
- 2003 34th Anniversary Celebration – Sparkling Starry Night
- 2004 35th Anniversary Celebration – World of Coral
- 2005 36th Anniversary Celebration – Fascinating Memories
- 2006 37th Anniversary Celebration – Starry Starry Night
- 2007 38th Anniversary Celebration – Ode to Women
JC 1-2-3 Summer Training Workshop (Cert of Merit)
- 2008 39th Anniversary Celebration – Sizzling A-Go-Go Party

Most Outstanding Project (Formerly known as Best Project)

- 2009 HK Master of Ceremony Competition
Carey Bag (Cert of Merit)
- 2010 Children's' Artists of Peace
41st Anniversary Celebration - Jayceettes' Red Carpet (Cert of Merit)
HK Master of Ceremony Competition 2010 (Cert of Merit)
- 2011 UNMDG Project – The Light of Humanity(暖暖燈火扣心弦)
- 2012 UNMDG Project –Unity in Diversity City Hunt in Harmony (你我手牽手 融樂大步走)
Supernight (Cert of Merit)
- 2013 Care & Dare – We Love Runway

- 2014 UNMDG Project – 2014 Care & Dare
- 2015 Hong Kong Young Social Entrepreneur Contest 2015
46th Anniversary Celebration – “A Musical Night Dream” (Cert of Merit)
Hand in Hand, This's Ability (Cert of Merit)
- 2016 Breastfeeding, Best Feeding
Hong Kong Young Social Entrepreneur Contest 2016 (Cert of Merit)

Best Prospective Member Project

- 1988 Mother's Choice
- 1989 Nil
- 1990 Visit to St Christopher Home
Visit to Kowloon Home for the Aged Blind (Cert of Merit)
- 1991 Visit to Kowloon Home for the Aged Blind
Day Tour to “Window of People's Republic of China” (Cert of Merit)
- 1992 Let's Karaoke O.K.?
- 1993 Out for Green
Skin Care and Make Up (Cert of Merit)
- 1994 Courtesy Visit to the Cheshire Home
- 1995 Visit to the Blinds
- 1996 Ambassador Visit to Po Leung Kuk
Spring Time from a Jayceette's Eyes (Cert of Merit)
- 1997 Care for Children, Care for Kei Shun
Happy together, Joint Outing with Down Syndrome Asso (Cert of Merit)
- 1998 29th Anniversary Celebration – A Memorable Past, A Future of Hopes
Taste the Nature (Cert of Merit)
- 1999 Warm Regards to the Elderly
- 2000 Beauty Express
- 2001 Grannie Home Visit
- 2002 Kiss the Kids - Kids Kids 同樂日
- 2003 Tsuen Wan Environmental Protection Day Game Booth
- 2004 Aug MFG cum 2nd Business Seminar – Behavioral Analysis
- 2005 Nil
- 2006 August MFG “Beauty from Inside Out”
June MFG “Cooking Light, Healthy Life” (Cert of Merit)
- 2007 July MFG “Shall We Talk”
June MFG “Women in WoMen's World” (Cert of Merit)
- 2008 June Fellowship Gathering "Walk in Beauty"

Best Monthly Fellowship Gathering (MFG)

- 1990 21st Anniversary Celebration – Dance from 21st to 22nd
- 1991 22nd Anniversary – *A Touch of Splendor (Cert of Merit)*
- 1992 April MFG – Doubling your Brain Power
- 1993 January MFG and Inaugural Ceremony
- 1994 Inaugural Ceremony and January MFG
- 1995 August MFG – Aromatherapy
- 1996 August MFG – 夏夜仲繽紛
- 1997 August MFG - Award Winning of Food Presentation Cuisine
- 1998 Nil
- 1999 98 Christmas Ball
- 2000 August MFG
- 2001 2000 December MFG
- 2002 March MFG
- 2003 March MFG "How/Where to Invest Your Money in 2003?"
- 2004 February MFG “濃情朱古力”
- 2005 March MFG “Molding Your Image for Success”
Dec MFG “Jayceettes Jayceettes Move Your Body” (Cert of Merit)
- 2006 January MFG cum Kick off Ceremony

- April MFG "The Secret of Flight" (Cert of Merit)*
- 2007 May MFG "Leaders in Style"
- 2008 June Fellowship Gathering "Walk in Beauty"
Inaugural Ceremony 2008 cum Jan Fellowship Gathering (Cert of Merit)
- 2009 Business Professional S.O.S. Series
July MFG – 4"C"s Ricky Wong (Cert of Merit)
- 2010 Sept MFG – 38th AGM cum Happy Moments @ September Fellowship Gathering
May MFG – Purple Ocean Strategy 紫海戰術 (Cert of Merit)
- 2011 March MFG – Latte Art
- 2012 September Fellowship Gathering-Shanghai Love
August Fellowship Gathering- UNMDG "Let's Pass Love On" Treasure-selling
- 2013 Nil
- 2014 March Fellowship Gathering – Jayceettes in Edo Times
August Fellowship Gathering – The Social Caring Garden (*Cert of Merit*)
- 2015 May Fellowship Gathering – You've Got Talent
August Fellowship Gathering – Running-man!
- 2016 August Fellowship Gathering – Superheroes
2015 December Fellowship Gathering cum Awards Presentation – Glimmer in Elegance (*Cert of Merit*)
June Fellowship Gathering cum Long Service Appreciation – 50's Glam (*Cert of Merit*)

INCENTIVE RECOGNITION

Most Supportive Senior Member

1993 Catherine Chieh	1994 Peggy Yen
1995 Cecilia Tsui	1996 Louisa Wong and Joanne Li
1997 Peggy Yen	1998 Sharon Thumb
1999 Eliza Pang	2000 Winnie Wong
2001 Winnie Wong	2002 Winnie Wong
2003 Rebecca To	2004 Winnie Wong
2005 Joyce Li	2006 Joyce Li
2007 Candy Yu	2008 Tracy Ip
2009 Angela Chan	2010 Dilys Lam
2011 Dilys Lam	2012 Nil
2013 Petula Wong	2014 Eva Lum
Candy Yu	Jacqueline Kung (Merit)
2015 Petula Wong	2016 Connia Chu Lo
	Alvina Lam (Merit)

Best Contribution in Membership Extension/Recruitment

2001 Matty Wong	2002 Nil
2003 Carina Chuang	2004 Carina Chuang
Betty Ng (Merit)	
2005 Nil	2006 Nil
2007 Nil	2008 Nil
2009 Jeritza Wong	2010 Nil
2011 Winnie Yeung	2012 Samantha Hui
2013 Cally Wong	2014 Vicki Chan
2015 Linda Choi	
Rosanna Wong (Merit)	
Carmen Mak (Merit)	

Jayceette Next Door

1988 Ida Chow	1989 Ida Chow
1990 Ida Chow	1991 Nil

1992	Cosina Chan	1993	Elinor Chiu
1994	Nil	1995	Doris Leung
1996	Brenda Lam	1997	Joyce Li
1998	Nil	1999	Nil
2000	Polly Chow	2001	Ally Lai
2002	Nil	2003	Eva Lum
2004	Carina Chuang	2005	Eva Lum
2006	Nil	2007	Nil
2008	Nil		

Best Attendance - Board of Directors

1988	Margaret Wu	1989	Margaret Wu
1990	Shelina Chung	1991	Caroline Keung
1992	Caroline Keung	1993	Shelina Chung
1994	Alice Liu	1995	Alice Liu
1996	Shirley MK Chan	1997	Joyce Li and Lorna Lau
1998	Brenda Lam	1999	Elaine Ho
2000	Polly Chow	2001	Ally Lai
2002	Alice Wai	2003	Carina Chuang
2004	Carina Chuang	2005	Carina Chuang
2006	Candy Yu	2007	Dilys Lam
2008	Tracy Lau	2009	Winnie Tsang
2010	Pauline Lau	2011	Winnie Yeung
2012	Winnie Tsang	2013	Kannie Au
2014	Naomi Chan	2015	Patrizia Yeung
2016	Naomi Chan		

Best Attendance - General Members

1989	Caroline Keung	1990	Nil
1991	Shelina Chung	1992	Juliet Ng and Fanny Lo
1993	Caroline Keung	1994	Ally Lai
1995	Margaret Wu	1996	Joyce Li
1997	Brenda Lam	1998	Margaret Wu
1999	Wimi Lam	2000	Margaret Wu
2001	Margaret Wu	2002	Carina Chuang
2003	Elaine Ho	2004	Peggy Yen
2005	Ally Lai	2006	Daisy Lui
2007	Margaret Wu	2008	Brenda Lam
2009	Eva Lum	2010	Anny Kwan
2011	Kannie Au	2012	Nil
2013	Rosanna Wong Jennifer Lam (Merit)	2014	Carmen Mak
2015	Linda Choi	2016	Dora Chan

Best Attendance (Senior Members)

2009	Nil	2010	Nil
2011	Dilys Lam	2012	Eva Lum
2013	Dilys Lam	2014	Ally Lai
2015	Ally Lai	2016	Anny Kwan

Best Circular of the Year

1988	Health & Fitness
1989	Know More about Basic Law
1990	Member Hunt Member Scheme
1991	Swimming Course
1992	Ambassador Courtesy Visit to Cheshire Home

1993 Joy in the Kitchen
 1994 Fit for Body, Fit for Life
 1995 May MFG - 180 Minutes Around the World
 1996 Sexual Harassment Hot Line 907
 1997 Somewhere in Time
 1998 Say Hello to Yokohama
 1999 Warm Regards to the Elderly
 2000 November MFG - Voyage of a Life Time on Super Star Leo
 2001 July MFG – Summer Cool La La
 2002 3rd PM Project - 長者舒今活樂日
 2003 34th Anniversary Celebration – Sparkling Starry Night
 2004 35th Anniversary Celebration – World of Coral
 2005 Dec MFG - Jayceettes Jayceettes Move Your Body
 2006 Light Yoga
 2007 Nov MFG 2006 “Autumn Tour”
 2008 March Fellowship Gathering cum Business Seminar on Gemmology
 珠光寶氣-珠寶鑑賞實錄
 December Fellowship Gathering 2007 Sparkling X'mas (Cert of Merit)

Best Article of the Year

1995 "Motivating, Leading, Driving..." by Corrina Wong
 1996 "Push up bra..." by Sabrina Tin
 1997 "Happy Together, Joint Outing with Down Syndrome Asso" by Rita Lam"
 "Award Winning of Food Presentation Cuisine" by Brenda Lam (Cert of Merit)
 1998 "Visit to Kaohsiung Junior Chamber" by Brenda Lam
 1999 Nil
 2000 Nil
 2001 "BT Global Challenge Yacht Race" by Alice Liu
 2002 "Mother's Club" by Ring Chung
 2003 "Combating SARS, Concerning Health" - by CD team
 2004 "A Passage to Health & Tranquility" by Tracy Ip
 2005 "A Memorable Trip to Penang, Malaysia" by Jeritza Wong
 2006 "A Family with Twins" by Patience Leung
 2007 "A Joyful Life Learning Experience" by Jennifer Lam
 "Board of Joy" by Ophelia Chan (Cert of Merit)
 2008 Interview with Chapter Patron by Diana Tai
 2009 Nil
 2010 Nil
 2011 Nil

Outstanding Contribution to Publication

<u>Award</u>	<u>Merit</u>
2013 Naomi Chan "Women on Boards"	Sunny Chan "Hong Kong Spirit"

Most Supportive Non-Jayceette

<u>Award</u>	<u>Certificate of Merit</u>
1992 Mark Lai	Nil
1993 Peter Kung	Nil
1994 Cecilia Au-yang	Peter Ng
1995 Cecilia Au-yang	Nil
1996 Winston Lau	David Fan
1997 Nil	Nil
1998 Domi Chang	Nil
1999 Domi Chang	Nil
2000 Nil	Nil
2001 Joseph Ho	Nil
2002 Cecilia Cheung	Nil

2003	Barnabas Cheung	Nil
2004	Kevin Pong	Nil
2005	Joseph Chie	Nil
2006	Joseph Chie	Nil
2007	Talis Wong	Nil
2008	Chan Fookman	Nil
2009	Nil	Nil
2010	Chan Fookman	Nil
2011	Nil	Nil
2012	Sunny Tang	Nil

AWARDS FOR NATIONAL CONVENTION, ASIA PACIFIC CONFERENCE & WORLD CONGRESS

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Each year, JCIHK and JCI will present awards to LOMs and individuals with outstanding projects/performances during the annual meetings. Bid books have to be prepared for judging. Deadline for submission must be met and judging criteria followed. The LOM President and Records & Recognition Director should advise details to members concerned in due course. Hong Kong Jayceettes has won the following awards in the past years:

National (JCIHK) Awards

1970 - Most Outstanding Education & Youth Project (Elementary Commercial Course)

1971 - Most Outstanding LOM

- Best Chapter in Membership Extension
- Best Contribution to NOM Publication
- Best Individual in Membership Extension (Grace Choi)

1972 - Most Outstanding LOM

- Best Contribution to NOM Publication

1973 - Most Outstanding LOM

- Best Chapter in Membership Extension
- Best Contribution in NOM Publication
- Largest LOM Delegation at National Convention
- Best Attendance Award at National Convention

1974 - Most Outstanding LOM

- Best Chapter in Membership Extension
- Presidential Award of Excellence to LOM President (Joyce Tzang)
- Presidential Award of Excellence to NOM Officer (Jennifer Yip)
- Largest LOM Delegation at National Convention
- Best Attendance at National Convention
- Best Chapter in Contribution to Inaugural Ball
- Best Individual in Contribution to Inaugural Ball (Pansy Chan)

1975 - Most Outstanding LOM

- Best Chapter in Membership Extension
- Most Outstanding Education & Youth Project (Chinese Chess Contest)
- Most Outstanding CD Project (Earth Population Awareness Program)
- Presidential Award of Excellence to LOM President (Annie Tsui)
- Presidential Award of Excellence to Outstanding Jaycee (Florence Wong)
- Largest LOM Delegation Award at National Convention

1976 - Most Outstanding LOM

- Most Outstanding Education & Youth Project (Group Dance Contest)
- Most Outstanding CD Project (Anti-Measles Campaign)
- Presidential Award of Excellency to NOM Officer (Annie Tsui)
- Best Individual Raffle Sales in Inaugural Ball (Harkima Shiu)

1977 - Most Outstanding Education & Youth Project (Toy Library)

- Most Outstanding CD Project (Better Opportunities for the Mentally Handicapped)
- Best Chapter in Membership Extension - COM
- Presidential Award of Excellence to NOM Officer (Sandie So)
- Presidential Award of Excellence to LOM President (Kitty Chow)

- Best Contribution to JC Club House
 - Largest LOM Delegation Award at National Convention
 - Largest Contribution to Walkathon
- 1978 - Most Outstanding Education & Youth Project
- Best Leadership Development Project
 - Presidential Award of Excellence to LOM with the Best Participation in NOM Activities
 - Presidential Award of Excellence to Individual Jaycee (Jennifer Yu)
 - Presidential Award of Excellence to LOM President (Nora Cheng) - COM
- 1979 - Most Outstanding LOM
- Most Outstanding LOM Publication (Snapshots) - COM
 - Presidential Award of Excellence to LOM with the Best Participation in NOM Activities
 - Presidential Award of Excellence to NOM Officer (Vanky Yip)
 - Largest LOM Delegation at National Convention
- 1980 - Most Outstanding LOM
- Most Outstanding Theme Project (E.N.E.R.G.Y.'80)
 - Most Outstanding Education & Youth Project (Toy Library)
 - Best Economic Affairs Project (Entertainment & Economy Exhibition)
 - Most Outstanding Int'l Affairs Project (Walk for Cambodia) - COM
 - Presidential Award of Excellence to LOM with the Best Participation in NOM Activities
 - Special Presidential Award of Leadership Excellence (Elsa Leung)
 - Presidential Award of Excellence to NOM Officer (Nora Cheng)
 - Best LOM Attendance at Business Session at National Convention
 - Best Individual in Contribution to Inaugural Ball (Noelle Leung)
- 1981 - Most Outstanding LOM
- Most Outstanding CD Project (Against Child Abuse Campaign)
 - Most Outstanding Education & Youth Project (The Young & The Restless)
 - Most Outstanding Theme Project (Undaunted Eagle) - COM
 - Best Economic Affairs Project (Promotion of HK Products) - COM
 - Most Outstanding International Affairs Program (Big Band) - COM
 - Presidential Award of Excellence to LOM with the Best Participation in NOM Activities
 - Presidential Award of Excellence to NOM Officer (Kitty Leung)
 - Best Individual Raffle Sales in Inaugural Ball (Noelle Leung)
- 1982 - Most Outstanding LOM
- Most Outstanding Education & Youth Project (Better Yourself, Better Your World)
 - Best Economic Affairs Project (Waste Recycling)
 - Best Chapter Ball Ticket Sales (Attendance)
 - Presidential Award of Excellence to NOM Officer (Caroline Keung)
- 1983 - Most Outstanding LOM
- Most Outstanding Edu & Youth Project (Computer-Brains & Games) - COM
 - Most Outstanding CD Project (A Better Hong Kong Starts with You) - COM
 - Presidential Award of Excellence to LOM with the Best Contribution in NOM Activities
- 1984 - Most Outstanding LOM - COM
- Most Outstanding Theme Project (Youth - Resources of HK's Future Development)
 - Most Outstanding Community Development Project (Peace in Mind)
 - Best LOM Fund Raising Project (15th anniversary Ball)
 - Best Leadership Development Project
 - Best LOM Publication - COM
 - Presidential Award of Excellence to LOM with the Best Contribution in NOM Activities
- 1985 - Best NOM Project hosted by LOM (The ACES)
- Best Economic Affairs Project (Advertising - Consumers' Guide)

- Most Outstanding CD Project (Portrait of Today's Women) - COM
 - Most Outstanding Theme Project (Participation, Youth In Action) - COM
 - Best Leadership Development Project (Leadership 85) - COM
 - Best Fund Raising Project (5.5 Spectacular/Coolite Sprinkler) - COM
- 1986 - Most Outstanding LOM - COM
- Most Outstanding Theme Project (Heralds for Peace/Peace Campaign)
 - Best NOM Project hosted by LOM (Master Mind) - COM
 - Most Outstanding Fund Raising Project (Aloha '86) - COM
 - Most Outstanding EA Project (Impact of Hotel Industry in the PRC) - COM
 - Best PR Project (Children in Peace - Fun Day and Peace Concerto) - COM
 - Presidential Award of Excellence to LOM with the Best Contribution in NOM Activities
 - Presidential Award of Excellence to NOM Ex-Com Member (Valerie Cheung)
 - Presidential Award of Excellence to Individual Jaycee (Margaret Wu)
- 1987 - The Best Chapter in Membership Extension
- The Most Outstanding CD Project (Knit Your Care, Share Your Love)
 - The Best EA Project (Economic Impacts of Provident Fund in Hong -Kong)
 - Presidential Award of Excellence to LOM with the Best Contribution in NOM Activities
 - Presidential Award of Excellence to NOM Board Member (Lana Mak)
 - Presidential Award of Excellence to Individual Jaycee (Caroline Keung) - COM
- 1988 - Most Outstanding LOM
- Most Outstanding Theme Project (Healthy Living = Happy Life) - COM
 - Presidential Award of Excellence to LOM with the Best Contribution in NOM Activities – COM
- 1989 - Best Public Relations Award (Foreigners Speaking Putonghua Competition)
- Presidential Award of Excellence to Best Individual in Membership Extension (Caroline Keung)
 - Presidential Award of Excellence in recognition of her dedicated leadership as the President of Hong Kong Jayceettes (Connia Chu Lo)
- 1990 - Best Public Relations Project (Foreigners Speaking Putonghua Competition)
- Best Chapter in Membership Extension - COM
 - Best LOM Publication - COM
 - Presidential Award of Excellence to LOM President (Caroline Keung)
 - Presidential Award of Excellence to LOM with the Best Contribution in NOM Activities
- 1991 - Best Education and Youth Activities Project
- Best Fund Raising Project - COM
 - Presidential Award of Excellence to LOM with Best Contribution in NOM Activities
 - Presidential Award of Excellence to Senator (Connia Chu Lo)
- 1992 - Most Outstanding LOM - COM
- Most Outstanding Education & Youth (News Scrapbook Compilation Contest) - COM
 - Best Chapter in Membership Extension - COM
 - Presidential Award of Excellence to LOM President (Shelina Chung) - COM
 - Presidential Award of Excellence to LOM with the Best Contribution in NOM Activities - COM
 - Presidential Award of Excellence to Senator (Caroline Keung)
- 1993 - Most Outstanding LOM - COM
- Best Public Relations Project Award (Foreigners Speaking Putonghua Competition)
 - Best IA Project (Environmental Protection Young Ambassadors Exchange Program)
 - Best Chapter in Membership Extension - COM
 - Presidential Award of Excellence to LOM President (Winnie Yeh Kung)
 - Presidential Award of Excellence to the Most Helpful Past President (Caroline Keung)

- Presidential Award of Excellence to the Most Outstanding NOM Director (Shelina Chung)
- 1994 - Most Outstanding LOM - COM
 - Most Outstanding Theme Project (Dignity, Integrity and Pledge for a Better Future)
 - Best Fund Raising Project (Silver Fantasia Gala)
 - Best LOM Publication (Snapshots)
 - Presidential Award of Excellence to the Most Helpful Past President (Shelina Chung)
 - Presidential Award of Excellence to the Most Outstanding NOM Director (Regina Ng)
- 1995 - Outstanding Major Emphasis Theme Project (HK/China Youth Life Experience Camp) - COM
 - Presidential Award of Excellence to Senator (Shelina Chung)
 - Presidential Award of Excellence to the Most Helpful Past President (Margaret Wu) – COM
- 1996 - Most Outstanding LOM - COM
- 1997 - Most Outstanding LOM - COM
 - LOM with the Best Contribution in NOM Activities - COM
 - Most Outstanding LOM President (Shirley M.K. Chan)
 - Most Outstanding Senator (Margaret Wu)
 - Most Outstanding NOM ExCom Member (Alice Liu)
 - Presidential Award of Excellence to NOM ExCom Member (Caroline Au-yeung)
- 1998 - LOM with the Best Contribution in NOM Activities
 - Most Outstanding LOM President (Phyllis Chan) – COM
- 1999 - Most Outstanding LOM
 - Best NOM Project Hosted by LOM (98 National Convention)
 - Best Youth Activities Project (Deep in Our Heart)
 - Best Public Relations Project
 - Best Economic Affairs Project – (Outstanding Business Proposal Selection) - COM
 - LOM with the Best Contribution in NOM Activities
 - Most Outstanding LOM President (Peggy Yen)
 - Most Outstanding NOM Director (Brenda Lam)
 - Most Outstanding Current Member (Joanne Li)
 - The Highest Raffle Sales (LOM over 75 members) in Inaugural Ball
- 2000 - Best Public Relations Project (Travel.Plan.HK)
 - LOM with the Best Contribution in NOM Activities – COM
 - Outstanding NOM Executive Committee Member (Brenda Lam)
 - Outstanding NOM Director (Joanne Li)
- 2001 - Most Outstanding LOM – COM
 - Public Health (Cyber Child Weight Control Program 叻 NET 小孩「脂」多少)
 - Best Fund Raising Program (PHAB Children Fund Raising Night 傷健童心耀禮賓)
 - Most Outstanding LOM President (Joanne Li)
- 2002 - Best LOM Publication
 - LOM with the Best Contribution in NOM Activities
 - Outstanding NOM Director (Wimi Lam)
- 2003 - LOM with the Best Contribution in NOM Activities
 - Public Health (Healthy Man, Happy Family) - COM

- 2004 - Most Outstanding LOM - COM
- International Affairs (Kids, Love Beyond the Rainbow)
 - Public Health (Smile for a Future Mile) - COM
 - Best LOM Publication – COM
 - Most Outstanding Senator (Winnie Wong)
- 2005 - Most Outstanding LOM – COM
- Best Fundraising Program (Tutti Flutti Fantasia)
 - Most Outstanding LOM President (Elaine Ho) – COM
 - Outstanding NOM Executive Committee Member (Cindy Lui) – COM
- 2006 - Community Development Project (Love in Heart, Love in Home)
- Leadership Development (HK Master of Ceremony Competition)
- 2007 - Leadership Development Project (Elite Leadership Series)
- 2008 - Best Individual Development Program (HK Master of Ceremony Competition)
- Presidential Award of Excellence to LOM President (Anny Kwan)
- 2009 - Most Outstanding NOM Director (Merit) (Kathy Woo)
- Presidential Award of Most Supportive (Phyllis Chan)
 - Presidential Award of Most Supportive (Jeritza Wong)
 - Presidential Award of Achievement (Jennifer Lam)
 - Presidential Award of Achievement (Eva Lum)
- 2010 - Best Individual Development Program (Hong Kong Master of Ceremony Competition 2010)
- Best UN MDGs Award (Children Artists of Peace)
 - Most Outstanding Senator (Angela Chan)
 - Most Outstanding Chapter President (46-75 members) (Kathy Woo)
 - Presidential Award of Appreciation – Chief Judge Past National President (Alice Liu)
 - Presidential Award of Devoted Commission Chairman – Training and Development
 - Council Chairman (Eva Lum)
 - Most Outstanding National Convention Ambassador (Lilian Lam)
- 2011 - Most Outstanding UNMDG Project Award (The Light of Humanity)
- UNMDG Best Partner Award (The Light of Humanity)
 - Most Outstanding Chapter President (46-75) Certificate of Merit (President Winnie Tsang)
 - Presidential Award of Devoted National Officer (National International Affairs Director Vivien Wan)
 - Token of Appreciation as National Convention Award Judges - (Vice President Winnie Yeung, Vice President Flora Fu and Vice President Pauline Lau)
- 2012 - Most Outstanding UNMDG Project Award (Unity in Diversity; Cityhunt in Harmony)
- UNMDG Best Partner Award (Unity in Diversity; Cityhunt in Harmony)
 - Token of Appreciation as National Convention Award Judges - (Vice President Carol Yeung, Vice President Stella Woo)
- 2013 - Most Outstanding UNMDG Project Award (2013 Care & Dare)
- Outstanding Trainer – Immediate Past President Winnie Yeung
 - Outstanding NOM Director (Merit) – National International Affairs Director Carol Yeung
- 2014 - Best Chapter of the Area (25-55 Members)
- Best Local UN Millennium Development Goals (UN MDG) Project (2014 Care & Dare: A Bright New Horizon)
 - The Best NOM Project hosted by LOM (The 48th National Convention)
 - Award for LOM with the Best Contribution in NOM Activities (Certificate of Merit)

- Token of Appreciation as National Convention Award Judges (Past President Senator Pauline Lau and Alfreda Yu)
- 2015
- Best Chapter of the Area (56-90 Members) (Merit)
 - Best Local UN Millennium Development Goals (UN MDG) Project (Hong Kong Young Social Entrepreneur Contest 2015)
 - Best Outstanding Chapter President (56-90 Members) (Merit: President Naomi Chan)
 - Presidential Award – Appreciation to Chamber Executive (Past President Senator Phyllis Chan)
 - Token of Appreciation for NOM Project Chairman (Past President Senator Winnie Yeung for JCIHK Inaugural Ceremony)
 - Token of Appreciation as National Convention Award Judges (Past President Senator Pauline Lau, Vice President Patrizia Yeung and Vice President Rosanna Wong)
 - Token of Appreciation as National Convention Ambassador (Vice President Rosanna Wong)
- 2016
- Best of the Best (Breastfeeding, Best Feeding)
 - Best Chapter of the Area (56-90 Members) (Merit)
 - Best Community Empowerment Program (Breastfeeding, Best Feeding)
 - Best Global Goals Project (Hong Kong Young Social Entrepreneur Contest 2016)
 - Best E-Marketing Award (JCI HKJTT) Merit)
 - Best Outstanding Chapter President (56-90 Members) (Merit: President Patrizia Yeung)
 - Presidential Award – Appreciation to Chamber Executive (Past President Senator Phyllis Chan)
 - Presidential Award – Appreciation to Executive Assistant to National President (Past President Senator Pauline Lau)
 - Certificate of Appreciation to NOM Project Chairman (Past President Senator Carol Yeung for JCIHK Inaugural Ball 2016)
 - Certificate of Appreciation to NOM Project Chairman (Tiffany Lee for President Academy 2016)
 - Certificate of Appreciation to National Convention Award Judges (Vicki Chan and Wendy So)

International Awards for Asia Pacific Conference and World Congress

- 1971 - Best Education & Youth Project (Elementary Commercial Course)
- 1972 - Largest LOM Delegation to Conference
- 1973 - Most Outstanding LOM Publication (SNAPSHOTS)
- 1974 - Best Accent on Youth Program (Better Vision)
- 1975 - Best Man and His Environment LOM Project (Earth Population Awareness Program)
- 1976 - Largest LOM Delegation to Conference
- Cert of Merit in Recognition of more than 10% Growth in Membership
- 1977 - Assistance to the Handicapped (Better Opportunities for the Mentally Handicapped) – Johannesburg Congress
- 1978 - Best LOM Publication (Snapshots)
- Largest LOM Delegation to Conference
- 1981 - Most Outstanding LOM of the World - Berlin World Congress
- Civic Involvement Program (The Young & The Restless) - Berlin World Congress

- Best Economic Affairs Award (Promotion of HK Products) – Berlin World Congress
- Most Outstanding CD Project (Against Child Abuse Campaign) - Manila Conference
- Most Outstanding Major Emphasis Theme (E.N.E.R.G.Y.- '80) - Manila Conference
- 1983 - Most Outstanding EA Project (Product Testing) – COM, Taipei Congress
- 1984 - Outstanding YA Project (Computer - Brains & Games) - Kuala Lumpur Conference
- 1985 - Civic Involvement Program (Youth - Resources of HK's Future Development) – Kaohsiung Conference
- Most Outstanding CD Project (Peace in Mind) - Kaohsiung Conference
- Civic Involvement Program (Participation, Youth in Action) – COM, Cartagena Congress
- 1986 - Outstanding Leadership Development Program (The ACES) - Pusan Conference
- Outstanding PR Project (Children in Peace-Fun Day & Peace Concerto) – Nagoya Congress
- 1988 - Most Outstanding CD Project (Knit Your Care, Share Your Love) - Macau Conference
- Environmental Improvement Project (Healthy Living=Happy Life) - Sydney Congress
- 1989 - Outstanding LOM of the World - Birmingham Congress
- Best PR Project (Foreigners Speaking Putonghua Competition) – Birmingham Congress
- 1990 - Outstanding LOM President of the World (Connia Chu Lo) - Puerto Rico Congress
- 1991 - Outstanding LOM of the Asia Pacific - Cebu Conference
- Best LOM Publication (Snapshots) - Cebu Conference
- Outstanding LOM President of the Asia Pacific (Caroline Keung) - Cebu Conference
- Outstanding LOM President of the World (Caroline Keung) – Helsinki Congress
- 1992 - Outstanding LOM of the Asia Pacific - Kitakyushu Conference
- Best LOM Publication (Snapshots) - Kitakyushu Conference
- Senator of the Year (Connia Chu Lo) - Kitakyushu Conference
- Best LOM Publication (Snapshots) - Miami Congress
- 1993 - Best LOM Publication (Snapshots) - Taipei Conference
- Senator of The Year (Caroline Keung) - Taipei Conference
- International Co-operation between Two or More LOMs (Environmental Protection Young Ambassadors Exchange Program) - Hong Kong Congress
- Best LOM Publication (COM) - Hong Kong Congress
- Senator of the Year (Caroline Keung) - Hong Kong Congress
- 1994 - International Co-operation between Two JCI LOMs (Environmental Protection Young Ambassadors Exchange Program) - Singapore Conference
- 1995 - Best Fund Raising Project (Silver Fantasia Gala) - Cheju Conference
- Outstanding Major Emphasis Theme Project (Hong Kong/China Youth Life Experience Camp) - (COM), Glasgow Congress
- 1996 - Outstanding Major Emphasis Theme Project (Hong Kong/China Youth Life Experience Camp)
- Kanazawa Conference
- Best CD Project (Sexual Harassment Hot Line 907) - COM, Pusan Congress
- 1999 - Outstanding LOM of the Asia Pacific (COM) – Bali Conference
- Cultural Affairs (Chinese Calligraphy Competition) (COM) - Bali Conference

- ICC Business (Outstanding Business Proposal Selection) – Cannes Congress
- 2000 - Outstanding LOM President of the Asia Pacific Area (over 75 members) (Peggy Yen) – Kaohsiung Conference
- 2002 - APDC Training (Success Training I & II) – Sendai Conference
 - Fund Raising (PHAB Children Fund Raising Night 傷健童心耀禮賓) – Sendai Conference
 - Public Health (Cyber Children Weight Control Program – NET 叻小孩「脂」多少) – Sendai Conference
 - Publication (Snapshots) – Sendai Conference
 - Leadership Development (Effective Lady Manager Series - My True Color) - Las Vegas Congress
- 2003 - Leadership Development (Effective Lady Manager Series - My True Colour) – Cebu Conference
 - Public Speaking Champion of Area B (Elaine Ho) – Cebu Conference
- 2005 - Best Individual Development Program (Hong Kong Master of Ceremony Competition) – Vienna World Congress
- 2006 - Best Community Development Project (Dreams Beyond Boundaries) – Takamatsu Conference
- 2008 - Best Individual Development Program (Elite Leadership Series) – Busan Conference
- 2009 - Best Local Individual Development Program (HK Master of Ceremony Competition) – Nagano Conference
- 2010 - Outstanding Local President Award (51-100 members) (Jennifer Lam) – Singapore Conference
 - Best Individual Development Program Award (2009 HK Master of Ceremony Competition) – Singapore Conference
 - Best of the Best Award - sponsored by JCI Nagano (2009 HK Master of Ceremony Competition) – Singapore Conference
 - Best Local Individual Development Program (2009 Hong Kong Master of Ceremony Competition) – Osaka Congress
 - OMOIYARI Award (Children Artist of Peace) – Osaka Congress
 - Outstanding Debater (English) (Winnie Yeung)– Osaka Congress
- 2011 - Outstanding Local President Award (51-100 members) (Kathy Woo) – Manila Conference
 - Most Outstanding Senator (Senator Angela Chan) – Manila Conference
 - Best Local UN Millennium Development Goals (UNMDG) Project (Children Artist of Peace) – Manila Conference
 - Most Outstanding JCI Local President (50-100 members) (Kathy Woo) – Brussels Congress
- 2012 - Best Local UN Millennium Development Goals (UNMDG) Project (The Light of Humanity) – Hong Kong Asia Pacific Conference
 - Best Local UN Millennium Development Goals (UNMDG) Project (The Light of Humanity) – Taipei Congress
 - Best Local Project Award (The Light of Humanity) – Taipei Congress
- 2017 – Best Local Community Empowerment Program (Breastfeeding Best Feeding Project)- ASPAC Monoglia

PAST PROMINENT PROJECTS & EVENTS

- 1969
 - Christmas Party for Rooftop Children
 - Judo Show
- 1970
 - Elementary Commercial Course
 - Visit to Cape Collison Training Centre
- 1971
 - Sisterhood pact signing with Manila Jaycees
 - Visit to Aberdeen Rehabilitation Centre
 - 1971 Charity Ball - La Mode Elegante
 - Bosses' Night
 - Signing of Sisterhood Pact with Manila Jaycees
 - Signing of Sisterhood Pact with Dhonburi Jaycees
 - Anti-Narcotic Essay Competition
- 1972
 - World Congress Delegation Committee
 - 1972 JCI HK Conference Organizing Committee
 - Better vision
 - Office Machines Demonstration & Typing Contest
 - Triangular Sisterhood Pact Signing with Manila Jaycees and Dhonburi Jaycees
 - Christmas Party for the Underprivileged
- 1973
 - Visit to Salvation Army Home for Retarded Children
 - Youth Paint-in
 - Public Speaking Course
 - Birth of 'SNAPSHOTS'
 - Bosses' Night
 - Better vision - Are You Colour Blind?
 - Visit to Shatin Sin Tin Tao Home for the Aged
- 1974
 - Better Vision
 - Earth Population Awareness Program (EPAP)
 - Children's Carnival at Po Leung Kuk
 - 1st TOYP Selection
 - Elementary Secretarial Course
 - "Papillon" Gala Premiere
 - Children's Art Contest and Exhibits
 - Youth Policy Maker
 - 5th Anniversary Celebration
 - Youth Paint-in
 - Signing of Sisterhood Pact with Kaohsiung Jaycees
 - Cooking Contest
- 1975
 - Chinese Chess Contest
 - Earth Population Awareness Program (EPAP)
 - Leadership in Action Camp
 - Most Outstanding JC Wife Award Project
 - Papillon Fund Raising
 - Voice of the Unvoiced
 - Signing of Sisterhood Pact with Yokohama Jaycees
- 1976
 - Anti-Measles Campaign
 - Folk's Nite
 - Light to the Dark
 - Sea Pollution

- What Jaycees think of Jaycees
- 1977
 - Better Opportunities for the Mentally-Handicapped
 - Community Focal Points '77
 - Toy Library at Tsz Wan Shan
 - Creative Toys Competition
 - How to invest your Money
 - Industrial Field Visits
 - Home Sweet Home
 - Transactional Analysis
 - Save the Waste Radio Program
- 1978
 - Personal Growth Intensive Course
 - Visit to Orphanage
 - Chinese Opera Fund Raising
- 1979
 - Refugees and You
 - Entertainment and Economy Exhibition
 - 1979 JCI Hong Kong Conference
 - 10th Anniversary Celebration
 - Fund Day of Toy Library
 - Creative College Competition
- 1980
 - Alcohol and You Seminar
 - Outdoor Activities Training Course
 - Walk for Cambodia
 - Talent Quest '80
 - 2nd Toy Library
 - Young and Old, Family as a whole
 - Castle or Dump
 - E.N.E.R.G.Y '80
- 1981
 - Against Child Abuse Campaign
 - The Young and the Restless
 - Promotion of Hong Kong Products
 - Selection of Disabled for Exchange Tour
 - Jaycee Carnival
 - The Undaunted Eagle
 - Masquerade '81
- 1982
 - Retirement Portfolio
 - Waste Recycling
 - Better Yourself, Better Your World
 - 17th National Convention
- 1983
 - A Better Hong Kong Starts with You
 - Computer - Brains and Games
 - Product Testing
- 1984
 - Peace in Mind
 - Youth - Resources of Hong Kong's Future Development
 - 15th Anniversary Celebration Ball
 - "On Air" - Entertainment & Economic Development in the 80's
 - Knowing Me, Knowing You, Knowing Everyone
 - Parliamentary Procedure in a Lively Way (NOM Project)
- 1985
 - Portrait of Today's Women
 - Participation, Youth in Action

- Advertising - Consumers' Guide
 - On Your Mark to Leadership
 - 5.5 Spectacular Fund Raising Ball
 - The ACES (NOM Training Program)
- 1986
- Youth - Heralds for Peace
 - P.E.A.C.E. Campaign
 - The Impact of Hotel Industry in the PRC
 - Children in Peace - Fun Day
 - Give and Take LD Seminar
 - Aloha 86 Fund Raising Ball
 - Mastermind (NOM Training Program)
- 1987
- Knit Your Care, Share Your Love
 - Economic Impacts of Provident Fund in Hong Kong
 - Right People for Right Jobs
 - Rhapsody in June Fund Raising Ball
 - Inter-chapter Basketball Competition (NOM PR Project)
- 1988
- CD Project "Healthy Living = Happy Life"
 - EA Project "Tourism, A Booming Industry"
 - Moonlight Serenade Fund Raising Ball
 - LD Seminar "Brainy, Smarty & Richie"
 - LD Seminar "Sweat, Stress & Relax"
 - Joint LD Camp (Victoria, Hong Kong Jayceettes, Yuen Long, Dragon and Ocean JCs)
 - Inter-chapter Bowling Tournament (hosted by Hong Kong Jayceettes, Bauhinia & Sha Tin JCs)
 - New Members' Night (NOM PR/ME Project)
- 1989
- Past Presidents' Night
 - Step in, Light Up the Retarded
 - Foreigners Speaking Putonghua Competition
 - Sparkling 20 Anniversary Ball
 - "Paula in Concert" - Fund Raising Project
 - Is It Time to Invest in Properties?
 - Jayceettes Ambassador's Courtesy Visit
 - Negotiation & Selling Skills (NOM Project)
- 1990
- "Leslie in Concert - Final Encounters" - Fund Raising Project
 - Hosted the 25th National Convention
 - Hong Kong - Striving to Excel
 - "I Read, You Read, Let's Do It" News Scrapbook Compilation Contest
 - LIA Camp "Crisis Management"
 - 1st "Effective Lady Manager" Seminar
 - 2nd "Foreigners Speaking Putonghua Competition"
- 1991
- Ambassador Express - 4 different visits
 - "Fortune - Personal Investment Strategy" (EA Seminar)
 - 3rd "Foreigners Speaking Putonghua Competition"
 - "Read More, Care More" News Scrapbook Compilation Contest
 - "Glitter & Glamour Fashion Spectacular" - Fund Raising Project
 - 2nd "Effective Lady Manager" Seminar
 - Bid Book Show Case
- 1992
- "Sam Hui Farewell Concert 92" - Fund Raising Project
 - Vision or Speculation Towards Property Market
 - Hong Kong/Kaohsiung Young Jaycees Ambassadors Exchange Program

- "Step into the Bright Future" Seminar
 - 4th "Foreigners Speaking Putonghua Competition" (HK, Taiwan, China)
 - "Woman in Business" Seminar
 - 3rd "Effective Lady Manager" Seminar
 - News Scrapbook Compilation Contest
 - "The Celebration" - 23th Anniversary Celebration
- 1993
- 4th "Effective Lady Manager Seminar"
 - "Sally Yeh Live Fun! Fun! Fund!" Fund Raising Project
 - Environmental Protection Young Ambassador Exchange Program
 - Correct Posture for Children
 - 5th "Hong Kong Youth Speaking Putonghua Competition"
 - "Concern for Aids, Retain Excellent Health" Phases I & II
 - "金錢管你? Uncommon Cents"
 - "Rainbow Fantasy" - 24th Anniversary Celebration
- 1994
- 5th "Effective Lady Manager Seminar"
 - Youth Community Services Ambassadors Exchange Program
 - Dignity, Integrity & Pledge for a Better Future
 - "Silver Fantasia Gala" - 25th Anniversary & Fund Raising Ball
- 1995
- Environmental Friendly Product Competition
 - Hong Kong/China Youth Life Experience Exchange Camp
 - Eye on Unemployment
 - Economic Impact on Mandatory Provident Fund
 - 6th "Effective Manager Workshop"
- 1996
- Sexual Harassment Hot Line 907
 - "97 預埋您"
 - Fund Raising Gala
 - Environmental Protection Drawing Contest
 - 7th "Effective Lady Manager Workshop"
- 1997
- BB Olympics
 - Together We can Make It., Hope, Mission & Vision Into Year 2000"
 - International Tree Planting Day
 - 1997 Hong Kong/Shenzhen Business Exchange Forum
 - "Happy family Life" Children Singing Contest & Fun Games at Tsuen Wan
 - 8th "Effective Lady Manager Seminar"
 - Signing of Friendship Pact of Toyota Jaycees
- 1998
- CD Project "Stress among Women in the Modern Society"
 - EA Project "Flying Over Economic Crisis"
 - IA Project "Chinese Calligraphy Competition of Hong Kong / Taiwan / Japan"
 - 9th "Effective Lady Manager Seminar"
 - Hosted the 33rd National Convention
- 1999
- CD Project "Deep in Our Heart " (真的愛你)
 - CD Project "復活同樂顯溫情"
 - EA Project "Outstanding Business Proposal Selection" (創業在我手)
 - 10th Effective Lady Manager Seminar
 - PR Project "Happy Parents Super Kids"
 - Fund Raising Project "親親 Pet Pet 嘉年華"
 - 30th Anniversary Ball – On to Silk Road

- 2000
 - CD Project "Stay Healthy" (食得保健、食得保障)
 - YA/IA Joint Project with Yokohama JC "ECO Friends" (地球小救星)
 - EA Project "Travel.Plan.HK"
 - Asian IT Venture Capital Forum (joint with Island JC)
 - PR Project "Inter-chapter Woodball Competition"
 - Hosted NOM Public Speaking Contest "Speech Power"

- 2001
 - CD Project "Cyber Child Wight Control Program" (叻 NET 小孩「脂」多少)
 - PR Project "PHAB Children Fund Raising Night" (傷健童心耀禮賓)
 - LD Project "Success Training I & II" (成功在望之成熟亮麗人生)
 - Fund Raising Project "Green Mile-A-Thorn"
 - Business Seminar "Branding & Marketing" (品牌推廣一日通)
 - CD Project "Tsuen Wan Tree Planting Day" (荃灣親子植樹日), jointly organized with Tsuen Wan District Civil Education Committee and Leisure & Cultural Services Dept

- 2002
 - CD Project - "English In Action"
 - CD Project - 『親子城門栽紫荊』 - 小小苗籽，綠綠球兒
 - Effective Lady Manager Series - My True Colour (I, II, III)
 - Success Training 醒目亮麗訓練營

- 2003
 - CD Project - "Healthy Man, Happy Family" (壓力無憂，男得出色)
 - LD Project – "3 Secrets of Brightening your Career" (擦亮事業三面睇)
 - CD/PM Project – 荃民環保綠化日
 - MC Easy Workshop

- 2004
 - CD Project "Smile for a Future Mile" (笑出過未來)
 - Joint IA Project "Kids, Love Beyond the Rainbow" (跨國童心獻關懷)
 - Effective Lady Manager Series "Winning Strategies, Feminine Power" (飛躍職場講座)
 - 35th Anniversary Celebration "World of Coral"
 - Naming rights of Hong Kong Jayceettes board room (new JC office)

- 2005
 - CD Project "Dreams Beyond Boundaries" (童闖夢國度)
 - LD Project "Hong Kong Master of Ceremony Competition" (全港司儀大賽)
 - Fund Raising Project "Tutti Flutti Fantasia"
 - 2005 Summer Concert
 - Signed Friendship Pact with E-Metro JC (Malaysia)
 - Establishment of Hong Kong Jayceettes Senior Members Club

- 2006
 - CD Project "Love in Heart, Love in Home" (心心共融樂滿家)
 - LD Project "Hong Kong Master of Ceremony Competition" (全港司儀大賽)
 - Jointly hosted CEO Forum of NOM "Entrepreneurs In Action" project with Apex JC
 - Summer Fantasy concert

- 2007
 - CD Project "Breast Cancer Awareness Campaign" (乳妳有關)
 - LD Project "Elite Leadership Series"

- 2008
 - CD Project "[登入快樂網@Happiness.net](http://Happiness.net)"
 - LD Project "Hong Kong Master of Ceremony Competition" (全港司儀大賽)
 - LD Seminar Series - I, II, III and IV
 - Jointly hosted Halloween Friday Fever with Island JC, Harbour JC, Bauhinia JC, North District JC and Sha Tin JC
 - Co-organized "科技奧運在荃城嘉年華" with 荃灣區推廣使用資訊科技統籌委員會,

- 香港中華基督教青年會荃灣會所, 香港聖公會麥理浩夫人中心, 香港明愛荃灣社區中心, 網上青年協會, 荃灣區家長教師會聯會, 樂善堂尹立強敬老康樂中心
- Champion of Champion Chess Competition 皇者棋跡
- 2009
- Business Professional S.O.S. series 1, 2, 3
 - Co-hosted JC Sports Day with Island Junior Chamber
 - CD Project "Carey Bag"
 - LD Project "Hong Kong Master of Ceremony Competition" (全港司儀大賽)
 - 40th Anniversary Celebration – Shine like Rubies, Sparkle like Stars
- 2010
- LD Project "Hong Kong Master of Ceremony Competition" (全港司儀大賽)
 - UNMDG Project Children's Artists of Peace
 - Lady Power! Head High, Lead Strong!
- 2011
- LD Project "Hong Kong Master of Ceremony Competition" (全港司儀大賽)
 - UNMDG Project "The Light of Humanity (暖暖燈火扣心弦)"
 - Co-hosted President Academy with JCI City
- 2012
- Co-hosted JCI World Public Speaking Championship with JCI Kowloon
 - CDProject "Unity in Diversity; Cityhunt in Harmony" (你我手牽手 融樂大步走)
 - LD Project "Female Elites' Speaker Series 2012 " (卓越女性系列 2012)
 - IA Project "Super Night" @ ASPAC Hong Kong
 - IA Project "Jayceettes' Journey 2012"
- 2013
- Care & Dare
 - "UNMDG 2013 Kick-off Ceremony cum Desert Flower Fundraising Movie Screening"; "Learn to Teach Chinese in Motion"; "We Love Runway" & "Refugee Run"
- 2014
- NOM Project "2014 Nothing But Coffee" (Nothing But Nets Fundraising Campaign)
 - CD Project "2014 Care & Dare – A Bright New Horizon" (「踏出一步・邁向新生里程」)
 - IA Project "JCI E-Metro Friendship Pact Reception cum Joint Board Meeting"
 - 45th Anniversary Celebration - "Sapphires in Symphony"
- 2015
- BA Project "Hong Kong Young Social Entrepreneur Contest 2015"
 - CD Project "Hand in Hand, This's Ability"(「員途友您□傷健共融樂滿 Fun」)
 - LD Project "Jayceettes Academy"
 - MA&PR Project "Jayceettes Miles Passport"
 - IA Project "40th Anniversary of Sisterhood with JCI Yokohama - Renewal Ceremony"
 - IA Project with JCI Manila "Golden Heart"
- 2016
- BA Project "Hong Kong Young Social Entrepreneur Contest 2016"
 - PR Project "Breastfeeding, Best Feeding"
 - MA Project "Female Elites Speakers Series"
- 2017
- NOM Project "5 stars training"
 - UNYA Project "Sustainable Development Goals Junior Ambassador Programme"
 - CD Project "Care & Dare – FashionABLED "
 - NOM Project "28th 5-Star Training Camp"
 - LD Project "Positiv!ty x Limitless Hong Kong" co-hosted with JCI Manila
 - LD Project "Jayceettes Academy"
 - Dialogue with Ms Pansy Ho, JP

JUNIOR CHAMBER INTERNATIONAL HONG KONG CURRENT FACTS

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Junior Chamber International Hong Kong (JCIHK) is affiliated to Junior Chamber International (JCI), which is a worldwide leadership development organization of young people between the ages of 18 and 40. It welcomes membership from all nationalities, races and religions.

Membership

JCIHK now has around 2,000 members from 20 local chapters, namely:

Victoria, Kowloon, Island, Peninsula, **Hong Kong Jayceettes**, Lion Rock, Harbour, Yuen Long, Tai Ping Shan, Bauhinia, Dragon, East Kowloon, City, Queensway, North District, Ocean, Sha Tin, Apex, City Lady and Tsuen Wan.

Mission: To provide development opportunities that empower young people to create positive change.

Vision: To be the leading global network of young active citizens.

Purpose

The purpose of the Junior Chamber International Hong Kong, as outlined in the JCI constitution, is to "contribute to the advancement of the global community by providing the opportunity for the young people to develop their leadership skills, social responsibility, entrepreneurship, and fellowship necessary to create positive changes."

History

The JC movement was introduced to Hong Kong in 1949. After one year's germination and preparation, JCIHK was inaugurated on May 6, 1950 and became a National Organization Member (NOM) of JCI.

Theme

Each year, JCIHK adopts a Major Emphasis Theme (MET) program where members can select from a number of specific projects that are most relevant to the needs of their respective community.

2017 National President : Teresa Poon

Official Publication : Harbour Lights

Theme : Best Work of Life

Chamber Office : 21/F Seaview Commercial Building,
21-24 Connaught Road West, Sheung Wan, HK
香港上環干諾道西 21-24 號海景商業大廈 21 樓
Tel: 2543 8913 Fax: 2543 6271
Email: info@jcihk.org
Website: www.jcihk.org

Annual General Meeting (AGM)

AGM of the NOM is known as the National Convention. It shall be for the purposes of (i) adopting Annual Reports of the LOM Presidents and the National Board of Directors and the Annual accounts completed with auditor's reports, (ii) electing Members of the National Board of Directors, (iii) appointing Auditor or Auditors, adopting NOM Programs and (iv) discussing any other matters relating to the Constitution and management of the NOM.

The AGM shall commence during the first 28 days and end before 30 September each year and notice of such shall be mailed to all members at her last known address at least 21 days prior thereto.

All LOMs of the NOM in good standing and being financial shall be entitled to participate at the General Assembly with speaking and voting rights. Speaking and voting rights of a LOM shall be through its Chief Delegate only unless otherwise recognized by the Chairman of the General Assembly.

2017 National Board of Directors

National President

National Immediate Past President

National General Legal Counsel

National Executive Vice President

National Executive Vice President

National Vice President

National Vice President

National Vice President

National Vice President

National Vice President

National Vice President

National Vice President

National Vice President

National Secretary General

National Honorary Treasurer

National Corporate Communication Director

National Digital Marketing Director

National International Affairs Director

National Leadership Development Director

National Mainland Affairs Director

National Membership Director

National Records and Recognition Director

National Sustainable Development Goals Affairs Director

National World Concern Development Director

National Corporate Communications Commission Chairman

National Foreign Affairs Commission Chairman

National International Affairs Commission Chairman Senator

National Mainland Affairs Commission Chairman

National Marketing & Media Commission Chairman

National Partnership Liaison Commission Chairman

National Publication and Social Media Commission Chairman

National Sustainable Development Goals Affairs Commission Chairman

National Training & Development Commission Chairman

National World Concern Development Commission Chairman

Senator Teresa Poon

Senator Brian Kwan

Senator Zenith Lin

Senator Leo Li

Senator Winnie Yeung

Senator Yoe Leung

Eric Ho

Jessica Lee

Kannis Leung

Kitty Lo

Steve Siu

Deacon Wong

John Wong

Priscilla Wan

Senator Polly Chan

Carol Lee

Johnathan Wong

Ban Mark

Path Liu

Antonia Cho

Sylvia Lee

Winita Yeung

Alex Tse

Shirley So

Rosanna Wong

Man Fok

Kenny Lo

Kenneth Yu

Lewis Kan

Senator Carol Yeung

Joyce Chow

Kacy Yu

Dennis Lai

Senator Horseman Ho

Presidential Advisor

Senator Gene Tang

NOM Panel of Advisors

PNP Senator Paul Yin, SBS, JP

PNP Senator Andrew Wong, BBS

PNP Senator George Lung, BBS, MH, JP

PNP Senator James Tsui

Strategic Planning Committee Members

Chairman PNP Senator Eric Tang
Members PNP Senator Clement Woo
PNP Senator Ken Wong
PNP Senator Timmy Lee, MH
PNP Senator Paul Wu
Ex-officio: National President Senator Teresa Poon

Senate Screening Committee Members

Chairman: NIPP Senator Brian Kwan
Convener: Senator Roy TANG
Committee Members: Senator Eric Lo
Senator Leo Lam
Senator Pauline Lau
Senator Olive Chan
Senator Ban Chui
Senator Ricky Tong
Senator Parlett Chang
Ex-officio: National President Senator Teresa Poon

LOM Presidents

Victoria
Kowloon
Island
Peninsula

Hong Kong Jayceettes

Lion Rock
Harbour
Yuen Long
Tai Ping Shan
Bauhinia
Dragon
East Kowloon
City
Queensway
North District
Ocean
Sha Tin
Apex
City Lady
Tsuen Wan
Lantau

President Irene Leung
President Claudia Chor
President David Luk
President Kelvin Lam
President Do Do So
President Stephen Wong
President Tony Lam
President Jason Fung
President Remy Ching
President Fiona Bar
President Daryl Lin
President Carol Ho
President Alan Chung
President Terry Chan
President Hei Tse
President Jerry Tse
President Kendrick Yuen
President Joel Li
President Nancy Yau
President Flora Cheung
President Kevin Lee

JCIHK Alumni Club

Chairman
Immediate Past Chairman
Vice Chairman (Gathering)

Vice Chairman (International Affairs)

Vice Chairman (Membership)
Vice Chairman (National Affairs)

Vice Chairman (Public Relations)

Senator Jacob Chan
Senator Sam Sio
Senator Serena Ng
Senator Florence Lau
Senator Candy Yu
Senator Eddy Chan
Sally Lai
Senator Daisy Lui
Senator Angela Siu
Eva Leung
Senator Joseph Ho
Senator Doris Leung
Susanna Kwok

Vice Chairman (Publications)
Treasurer
Secretary
Director (International Affairs)
Director (National Affairs)
Director (Public Relations)
Director (Gathering)
Director (Membership)
Director (Publication)
Ex Officio NIPP

Honorary Patron

Honorary Advisor

Chartered Chairman

Johnny Keung
Senator Shirley Lee
Ida Woo
Benny Lam
Leo Ip
Andy Ma
Esther Lam
Yasmin To
Senator Queenie Lo
Senator Brian Kwan

Senator Jennifer Yu

Senator Sonny Yu

Senator George Lung, BBS, MH, JP

2017 JCIHK RECOGNITION LIST

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(This only serves as a general reference). Please see the most updated version uploaded onto JCIHK's website: <http://jcihk.org/en/download.php?menuid=107&groupid=0&id=193>

2017 JUNIOR CHAMBER INTERNATIONAL HONG KONG RECOGNITION LIST

- (1) National President Senator Teresa Poon
- (2) Senate Chairman, National Immediate Past President Senator Brian Kwan
- (3) JCI Vice President Senator Anthony Leung
- (4) 1956 JCI President and Honorary Life President Senator The Honorable A. de O. Sales, GBM, JP
- (5) 1988 JCI President Senator Jennifer Yu
- (6) JCI Honorary Advisor and 1979 National President Senator Sonny Yu
- (7) JCI Advisor, JCI Asia Pacific Senate Presidential Advisor, Strategic Planning Committee Chairman and 2008 National President Senator Eric Tang
- (8) JCI Growth and Development Committee Member, Asia and the Pacific, 2012 National President Senator Stanley Ng
- (9) JCI UN & External Affairs Committee Member, Asia and the Pacific Senator Ronald Kan
- (10) JCI Sponsorship Committee Member, Asia and the Pacific Senator Maurice Leung
- (11) JCI Skills Development Committee Member, Asia and the Pacific Senator Maric Cheng
- (12) JCI Asia Pacific Development Council Councilor Senator Matthew Li
- (13) JCI Asia Pacific Senate Secretary General Senator Bowen Wong
- (14) JCI Asia Pacific Senate Treasurer Senator Licca Chan
- (15) National Presidential Advisor and 2010 National President Senator Gene Tang
- (16) HKJC Foundation Chairman and 2005 National President Senator Ellen Tsang
- (17) NOM Panel of Advisor and 1976 National President Senator Paul Yin, SBS, JP
- (18) NOM Panel of Advisor and 1982 National President Senator Andrew Wong, BBS
- (19) NOM Panel of Advisor and 1993 National President Senator George Lung, BBS, MH, JP
- (20) NOM Panel of Advisor and 2006 National President Senator James Tsui
- (21) (Other Past National Presidents by seniority)
- (22) JCI Hong Kong Alumni Club Chairman Senator Jacob Chan
- (23) National General Legal Counsel Senator Zenith Lin
- (24) National Executive Vice President Senator Leo Li
- (25) National Executive Vice President Senator Winnie Yeung
- (26) National Vice President Senator Yoe Leung (National Assigned Executive Officer)
- (27) National Vice President Eric Ho (National Assigned Executive Officer)
- (28) National Vice President Jessica Lee (National Assigned Executive Officer)
- (29) National Vice President Kannis Leung (National Assigned Executive Officer)
- (30) National Vice President Kitty Lo (National Assigned Executive Officer)

- (31) National Vice President Steve Siu (National Assigned Executive Officer)
- (32) National Vice President Deacon Wong (National Assigned Executive Officer)
- (33) National Vice President John Wong (National Assigned Executive Officer)
- (34) National Secretary General Priscilla Wan
- (35) National Honorary Treasurer Senator Polly Chan
- (36) National Corporate Communications Director Carol Lee
- (37) National Digital Marketing Director and JCI Tai Ping Shan President Candidate Jonathan Wong
- (38) National International Affairs Director Ben Mak
- (39) National Leadership Development Director Path Liu
- (40) National Mainland Affairs Director Antonia Cho
- (41) National Membership Director Sylvia Lee
- (42) National Records and Recognition Director Winita Yeung
- (43) National Sustainable Development Goals Affairs Director Alex Tse
- (44) National World Concern Development Director Shirley So
- (45) National Corporate Communications Commission Chairman Rosanna Wong
- (46) National Foreign Affairs Commission Chairman Man Fok
- (47) National International Affairs Commission Chairman Senator Kenny Lo
- (48) National Mainland Affairs Commission Chairman Kenneth Yu
- (49) National Marketing & Media Commission Chairman Lewis Kan
- (50) National Partnership Liaison Commission Chairman Senator Carol Yeung
- (51) National Publication and Social Media Commission Chairman Joyce Chow
- (52) National Sustainable Development Goals Affairs Commission Chairman Kacy Yu
- (53) National Training & Development Commission Chairman Dennis Lai
- (54) National World Concern Development Commission Chairman Senator Horseman Ho
- (55) Ten Outstanding Young Persons Selection 2017 Chairman Senator Lena Wong
- (56) JCIHK 52nd National Convention Director Cyrus Tang
- (57) JCIHK Inaugural Ceremony Chairman Senator Ian Yau
- (58) JCI Victoria President Irene Leung
- (59) JCI Kowloon President Claudia Chor
- (60) JCI Island President David Luk
- (61) JCI Peninsula President Kelvin Lam
- (62) JCI Hong Kong Jayceettes President Do Do So
- (63) JCI Lion Rock President Stephen Wong
- (64) JCI Harbour President Tony Lam
- (65) JCI Yuen Long President Jason Fung
- (66) JCI Tai Ping Shan President Remy Ching
- (67) JCI Bauhinia President Fiona Bar
- (68) JCI Dragon President Daryl Lin

- (69) JCI East Kowloon President Carol Ho
- (70) JCI City President Alan Chung
- (71) JCI Queensway President Terry Chan
- (72) JCI North District President Hei Tse
- (73) JCI Ocean President Jerry Tse
- (74) JCI Sha Tin President Kendrick Yuen
- (75) JCI Apex President Joel Li
- (76) JCI City Lady President Nancy Yau
- (77) JCI Tsuen Wan President Flora Cheung
- (78) JCI Lantau President Kevin Lee

Note:

- i. The above order of precedence of the recognition is based on the hierarchy of the organization.
- ii. All ELECTED officers in the JCI (current and then past) follow National President. For the current appointed posts in the JCI, only the ones with SUBSTANTIAL positions in the Board/Commission will be recognized.
- iii. For other National officers, the order of precedence of recognition is accordingly to the seniority of position and position name in alphabetical order if same position level. In the case of the ones with the same position, they will be recognized in senatorship and then the surnames in alphabetical order.
- iv. In case past JCI Officers attend the function, we may recognize their presence.

2017國際青年商會香港總會嘉賓介紹名單

- (1) 總會會長潘沁怡參議員
- (2) 參議會主席、總會上屆會長關德仁參議員
- (3) 國際青年商會副會長梁國柱參議員
- (4) 1956年國際青年商會會長及總會永遠榮譽會長沙理士參議員，大紫荊勳賢，太平紳士
- (5) 1988年國際青年商會會長余葉展華參議員
- (6) 國際青年商會榮譽顧問及1979年總會會長余振宇參議員
- (7) 國際青年商會顧問、亞太區參議會會長顧問、總會策略發展委員會主席及2008年總會會長鄧仕堅參議員
- (8) 國際青年商會發展委員會(亞洲及太平洋區)委員及2012年總會會長伍進超參議員
- (9) 國際青年商會聯合國及對外事務委員會(亞洲及太平洋區)委員簡汝謙參議員
- (10) 國際青年商會贊助事務委員會(亞洲及太平洋區)委員梁健興參議員
- (11) 國際青年商會技能發展委員會(亞洲及太平洋區)委員鄭永翔參議員
- (12) 國際青年商會亞太區發展委員會委員李銘津參議員
- (13) 國際青年商會亞太區參議會秘書長黃坤成參議員
- (14) 國際青年商會亞太區參議會財務長陳曼華參議員
- (15) 總會會長顧問及2010年總會會長鄧長政參議員
- (16) 香港青年商會基金主席及2005年總會會長曾鳳珠參議員
- (17) 總會顧問團成員及1976年總會會長尹德勝參議員，銀紫荊星章，太平紳士
- (18) 總會顧問團成員及1982年總會會長黃清蔚參議員，銅紫荊星章
- (19) 總會顧問團成員及1993總會會長龍子明參議員，銅紫荊星章，榮譽勳章，太平紳士
- (20) 總會顧問團成員及2006年總會會長徐小龍參議員
- (21) 前總會會長（按年份排）
- (22) 總會資深青商會主席陳振平參議員
- (23) 總會法制顧問連冠豪參議員
- (24) 總會執行副會長李海榮參議員
- (25) 總會執行副會長楊穎琳參議員
- (26) 總會副會長梁嘉恩參議員（總會指派執行委員）
- (27) 總會副會長何世杰（總會指派執行委員）
- (28) 總會副會長李康詠（總會指派執行委員）
- (29) 總會副會長梁麗玲（總會指派執行委員）
- (30) 總會副會長盧潔瑩（總會指派執行委員）
- (31) 總會副會長蕭錦源（總會指派執行委員）
- (32) 總會副會長黃可風（總會指派執行委員）
- (33) 總會副會長黃文瀚（總會指派執行委員）

- (34) 總會秘書長溫依婷
- (35) 總會財務長陳敏明參議員
- (36) 總會企業傳訊董事李珮琪
- (37) 總會數碼推廣董事及太平山青年商會會長候選人黃銳華
- (38) 總會國際事務董事麥頌斌
- (39) 總會領導才能發展董事廖偉恒
- (40) 總會內地事務董事曹佩欣
- (41) 總會會員事務董事李承欣
- (42) 總會紀錄及獎勵董事楊綺雯
- (43) 總會可持續發展目標事務董事謝啟豪
- (44) 總會世界關注發展董事蘇琬庭
- (45) 總會企業傳訊委員會主席黃皓欣
- (46) 總會外交事務委員會主席霍俊文
- (47) 總會國際事務委員會主席羅鴻毅參議員
- (48) 總會內地事務委員會主席余修賢
- (49) 總會市場推廣及媒體事務委員會主席簡兆銘
- (50) 總會合作伙伴聯絡事務委員會主席楊嘉樂參議員
- (51) 總會出版及社交媒體事務委員會主席周賢秀
- (52) 總會可持續發展目標事務委員會主席余穎嘉
- (53) 總會培訓及發展委員會主席黎浩賢
- (54) 總會世界關注發展委員會主席何思緯參議員
- (55) 2017年十大傑出青年選舉籌委會主席王茵媚參議員
- (56) 國際青年商會(香港總會)第五十二屆周年大會總監鄧子聰
- (57) 國際青年商會(香港總會)就職典禮籌委會主席邱顯文參議員
- (58) 維多利亞青年商會會長梁敏儀
- (59) 九龍青年商會會長左穎彤
- (60) 港島青年商會會長陸耀宗
- (61) 半島青年商會會長林偉洛
- (62) 香港女青年商會會長蘇頌琪
- (63) 獅子山青年商會會長黃永俊
- (64) 海港青年商會會長林厚機
- (65) 元朗青年商會會長馮志榮
- (66) 太平山青年商會會長程詠芝
- (67) 紫荊青年商會會長巴麗儀
- (68) 騰龍青年商會會長連冠鴻
- (69) 東九龍青年商會會長何葆昆

- (70) 城市青年商會會長鍾玉麟
- (71) 經緯青年商會會長陳嘉榮
- (72) 北區青年商會會長謝進熙
- (73) 浩洋青年商會會長謝懷希
- (74) 沙田青年商會會長袁裕治
- (75) 晉峰青年商會會長李昌祺
- (76) 城市女青年商會會長邱翠婷
- (77) 荃灣青年商會會長張愷文
- (78) 大嶼山青年商會會長李嘉俊

註: (1) 此介紹名單以職位之級別排列。

(2) 國際青年商會董事局成員(現任及離任), 隨總會會長之後, 以年份順序排列。其他國際青年商會之委任職位, 只須介紹各委員會最重要之職位便可。

(3) 除總會會長外, 各董事局成員按其職位之級別及其後以職位之英文字母先後以作介紹。相同之職位將先介紹參議員, 其他成員按英文姓氏先後作介紹。

(4) 前國際青年商會董事局成員出席活動時, 可自由選擇介紹其本人及以往擔任之職位與否。

2017 NOM CALENDAR

Please refer to the latest version of NOM Calendar uploaded onto JCIHK's website:
<http://jcihk.org/en/general.php?menuid=107&groupid=141&id=68>

HONG KONG JUNIOR CHAMBER FOUNDATION LTD

香港青年商會基金

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The Board of HKJC Foundation

- An independent charitable body was formed in 2004 to manage the assets owned by the Trust Funds of Hong Kong Junior Chamber in the past 56 years. The Board of this Foundation operates independently and it is beyond the jurisdiction of the National Board.
- The Board of HKJC comprises 4 Past National Presidents plus the incumbent National President as an ex-officio Member.
- The 4 members of the Board of HKJC Foundation are elected every 3 years by all the Past National Presidents, for a term of 3 years and each member can at the most serve two terms.
- The current Board of Hong Kong Junior Chamber Foundation Ltd (2017-2019) is composed of:

Chairman	Past National President Senator Ellen Tsang
Vice Chairman	Past National President Senator Tony Chan
Hon Treasurer	Past National President Senator James Tsui
Hon Secretary	Past National President Senator Spencer Li
Ex-officio	National President Senator Teresa Poon

Meetings of the Board of HKJC Foundation

- The Board of HKJC Foundation usually meet to discuss subsidy applications from LOMs and the NOM in March/April.
- At, or before holdings of the meetings, the Foundation Treasurer will provide other Foundation Board Members with information like the balance sheet, investments result during the past year as well as projected income from investments. Based on this information, the Foundation Board Members would know what limit of subsidies they could approve and what investment opportunities are open to them.

Project Subsidy Application from Hong Kong Junior Chamber Foundation Ltd

The Hong Kong Junior Chamber Foundation took up the duty of managing the previous Hong Kong Junior Chamber No. 1 Trust Fund. The No. 1 Trust Fund was set up in 1964 with the surplus of HK\$100,000 from hosting the 1962 JCI World Congress. The purposes of this fund is to invest and use not more than 90% of the investment income to subsidize projects of LOMs on a deficit basis and NOM projects on the same basis.

This Fund had been for the past several years, subsidizing 1/2 of the air-passage for the incumbent and elect National Presidents to attend the World Congress.

a) How to apply?

- Prepare a project proposal giving concise details and budget.
- Enclose with the project proposal with a covering letter signed by the President, and upload them in 1 pdf file to the e-platform under management of NOM. (The covering letter should state the required amount and theme of the project)
- Keep the Foundation Board members informed on the developments before they formally discuss project subsidies, e.g. sponsorship secured, etc. In particular, the National President should be informed because he/she will be the one who gives latest information on your project during the discussions.
- If a project has been granted a subsidy, the final accounts should be submitted after completion through LOM President. The Foundation Treasurer will then arrange to pay the amount approved or the actual deficit, whichever the less.

b) Important Notes

- HKJC Foundation will only subsidize projects on a deficit basis.
- Applications should be submitted in accordance with the dates stated in NOM's Policy Manual.
- After receiving the applications, individual Foundation Board Members may phone the President or Project Chairman to understand more about the project. So please do include the contact numbers in your application letter.
- Remember, the NP is the ex-officio member of the Board of HKJC Foundation. His/her opinion is always highly valued by the other Foundation Board Members.

c) Guideline for application

The proposal should include the following:

1. Name of Project
2. Project Classification
3. Proposed Launching Date
4. Proposed Venue
5. Amount of Subsidy applied for
6. Chairman of Project
7. Originality of the Project
8. Proposed Incomes & Expenses of the Project
9. Benefit to the Community
10. Benefit to the Organization
11. Benefit to the Organizing Committee

d) Results of Application

- Shortly after the HKJC Foundation Board meeting, the Foundation Secretary will inform the applying LOMs of the results of their applications.
- In the same letter, should subsidy has been approved, the Foundation Secretary will also state the size of the subsidy and other conditions attached such as 'on deficit bases.
- The decision of the Board of HKJC Foundation is final in respect of all subsidy applications.

e) Release of Subsidy

- When the project has been completed and as soon as possible after the accounts on the project have been finalized, the applying LOM should apply to the HKJC Foundation for the release of the subsidy approved.
- Should the project turn out to be one with a positive financial, i.e. **no deficits**, and subsidy is no longer needed, the HKJC Foundation would still need a letter from the LOM President to this effect. (Otherwise the Auditors would query the HKJC Foundation)
- Application of reimbursement should be submitted to the Foundation Treasurer who is the one to process payment. This should include a covering letter from the LOM President plus **at least** the Income and Expenditure Statement of the Project.
- The Income and Expenditure Statement should be **certified correct** in accordance with the provisions stated in NOM Policy Manual.
- Subsidies will not be paid unless subsidy requisition reached the Foundation Treasurer before **the deadline specified by HKJC Foundation. (Please observe key dates for claims and application as stated in JCIHK Policy Manual).**
- When LOM received HKJC Foundation subsidy cheque, an official receipt is required and should be mailed to the Foundation Treasurer.

f) Public Relations

If a project has been granted a subsidy, recognition should be given to the HKJC Foundation whereas appropriate, e.g. acknowledgement on banner, souvenir program, promotion materials etc. Invitations extend to the HKJC Foundation Board members to attend the project event is a courtesy.

CHAMBER OFFICE RULES AND REGULATIONS

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(This only serves as a general reference. Please see the most updated information as in the “Policy Manual”, other forms and rate lists under “Forms & Admin Guideline” uploaded onto JCIHK’s website:

Administration documents:

<http://www.jcihk.org/en/download.php?menuid=107&groupid=133&id=193>

Room rates:

http://www.jcihk.org/images/download/dlwid_208_dlwlistid_200.xls

2017 Policy Manual:

http://jcihk.org/images/download/dlwid_2897_dlwlistid_3372.pdf

Chamber Executive

The Chamber Executive is:

- To assist the NOM Board of Directors, in particular NP, NIPP, NGLC, NEVPs, NSG, and NHT, in the day-to-day administrative matters of the NOM.
- To provide secretarial assistance to NP, NGLC, NSG, Senate, HKJC Foundation and perform other jobs/assigned duties by NP (e.g. Inaugural Ball / TOYP).
- To coordinate with NGLC regarding all government procedural matters on behalf of JCIHK.
- To liaise with the Chamber Office staff pertaining to the Chamber Office maintenance, services and renovation.
- To assist NSG and Admin Team to update data base system in the Chamber Office, and update the contact list of NOM and LOM Board members as necessary..
- To supervise all account matters such as debit note issuance as directed by NHT.
- To assist NMD to update the membership directory every month and to take care of the correspondence related to assignment of PMs to LOMs.
- To supervise and take charge of JC membership supplies and inventory monitoring.

Meeting Room Booking Procedure

LOM who wishes to reserve Seminar Room or Meeting Rooms in the Chamber Office should make the booking via online booking (<http://www.jcihk.org/e-booking/>).

Mailing

The JCIHK official mailing dates 2017 are highlighted below:-

20 Jan 2017, 7 Apr 2017, 25 Aug 2017, 13 Oct 2017 and 1 Dec 2017

The following charges for each circular are being implemented until further notice:

Categories

1. JC (NOM or LOM) Project
2. JCIHK (NOM) Supporting Project
3. Non-JC Charitable Organization Project

Charges

- Category 2 and 3 are usually free of charges
- Category 1 is subjected to fee schedule below:

Category 1	Any pages up to 25g:	HK\$2,162.50
	Any pages up to 40g:	HK\$3,537.50
	Any pages up to 90g:	HK\$5,262.50
	Any pages up to 230g:	HK\$7,837.50

Note

1. Total copies of circular to be posted is 2,100 (as at July 2017)
2. All requests for mailing service are subject to approval by JCIHK. Mailing dates as announced by NSG are for indicative purpose only. Three publications per mailing date is expected. Circulars/Publications will continue to be received before the actual mailing date.
3. Categories 2&3 are usually free of charge.

Machine and Office Equipment

Members should not use the machines and office equipment without the prior consent of the Chamber Office, except for the typewriter and copying machine. Members should ensure that machines and office equipment is tidy and turned off after use.

The copying machine is operated by password. Each copy is charged at HK\$0.50.

LOMs who wish to borrow the overhead projector, slide projector, video camera and/or loud-speaker are responsible to the custody and the proper usage of the machines. LOM who wishes to borrow the equipments should make the booking via online booking (<http://www.jcihk.org/e-booking/>). These equipments must be returned to the Chamber Office before 12:00 noon on the following working day.

The charge for every use of equipment is detailed in the e-booking system.

Meeting Room Rental Fee

The following meeting and seminar rooms are available in the Chamber Office. Please refer to the current room rentals on the online booking system.

Meeting Room

Victoria Meeting Room, Peninsula Meeting Room & Hong Kong Jayceettes Board Room

Seminar Room

- 1 (max 20 pax), 2 (max 40 pax), 3 (max 20 pax)
- 1&2 (max 70 pax)
- 1, 2 & 3 (max 100 pax)

Note:

- Room charge is **not** applicable to **project OC meeting or board meeting**.
- Minimum 3 hours will be charged for each booking.
- Advanced booking: 2 months for JC activities, 1 month for non-JC activities
- Booking can do via email and online. Can call if less than 4 days
- Cancellation of booking will only be accepted in writing and must reach JC office at least 7 working days before the event date. Otherwise, total fee is charged. Cancellation can be done online no less than 4 days prior to the event date.
- JC office will be closed when typhoon signal No.8 or above is hosted. In that case, please contact us for alternative arrangement. However, the re-arranged date and time will depend on the availability of the rooms.

Fax Machine

Basic rules and regulations:

- 1) LOM can send in and send out fax.
- 2) All fax should be made on LOM basis. No fax of personal nature will be entertained.
- 3) All fax will only be handled during office hours.

Communication with JCI and Liaison Office of the Central People's Government in the HKSAR (中央人民政府駐香港特別行政區聯絡辦公室)

LOMs are advised not to communicate directly with the above 2 offices. All communications from JCI should be sent to NSG who would coordinate and write to JCI on behalf of the NOM and LOMs. All communications with the Liaison Office of the Central People's Government in the HKSAR should be channeled through National Mainland Affairs Commission.

Minutes of LOMs' Board Meetings

All LOMs should submit one copy of the minutes of their Board Meeting, AGM/EGM to NAE0 and Chamber Office for record keeping purposes.

Discipline

LOMs may use the rooms of the Chamber Office for the purpose of conducting meetings, discussions, training sessions, seminars etc. provided that no rental charges will be collected from the participants.

All members should be responsible for placing and keeping their own LOMs' belongings in their own place in good order at all times. Chamber Office will not take responsibility for any unattended items lying around in the Chamber Office. Notices will be issued to the respective LOM(s) to remove/clear such unattended items. In case such items are not cleared or removed by the respective LOM(s) within 7 days from the date of the removal notice, Chamber Office will dispose of such items and all costs relating to such disposal will be charged to the defaulting LOM(s).

All members must behave properly in the Chamber Office. Any improper behavior or acts such as gambling, shouting, foul languages, fighting, dancing, drinking wine and taking drugs will not be allowed in the Chamber Office. Dancing parties are strictly forbidden.

Posters should only be put on assigned areas through the secretariat staff and will be removed after the activities/project was held.

The Chamber Office must be kept clean all times. The room user is responsible for clearing all the rubbish and waste materials before leaving. The last member who leaves the Chamber Office for the day should undertake to switch off ALL the lights and air-conditioners, copying machine, etc.

LOMs' Gift Keeping in Chamber Office

The Chamber Office is ready to assist in distributing prizes/gifts for raffles or lucky draw etc. Should any LOM needs the service, the LOM President should submit a list of the prizes/gifts and their value together with the prizes/gifts to the Chamber Office. However, all these things are kept in the Chamber Office at the sole risk of the respective LOMs. NOM and the Chamber Office secretariat staff will not be responsible for the quantity or the conditions of the items being kept. Of course, the Chamber Office staff will be instructed to exercise due care and offer best assistance to LOMs in this respect.

Temporary Storage of Project Supplies/Materials in Chamber Office

JCIHK and Local Organisations are allowed to keep the project supplies / materials in JC office 14 days commencing from delivery to JC Office for temporary storage. Thereafter a storage fee of HK\$100.00 per day (maximum period of 7 days) will be charged to the Local Organisation upon the expiry of the 14 days storage period. The materials will be disposed after the further 7 days period as prescribed above and extra HK\$500.00 handling fee will be charged to the Local Organisation for the disposal. If a longer storage period is required, special requests can be made and will be reviewed on a case by case basis.

Library

All materials in the online Library can be found on JCIHK website and accessible at the Chamber Office by Local Organisation Presidents.

Each Local Organisation must submit electronic copy and two hard copies of any official publication including Local Organisation AGM Report to the Chamber Office for records.

N.B. All the fees mentioned above are subject to change throughout the year so please be alert to the latest rates announced by the JC Office.

JUNIOR CHAMBER INTERNATIONAL (JCI)

CURRENT FACTS

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(This only serves as a general reference. Please see the most updated information of JCI uploaded onto JCI's website: <https://www.jci.cc/>)

Junior Chamber International (JCI) is a nonprofit organization of young active citizens aged 18-40 who are engaged and committed to creating positive impact in their communities. JCI has a long-term strategic goal to unite all sectors of society to create sustainable impact. To achieve this goal, JCI provides young people with development opportunities that empower them to create positive change in themselves and subsequently in communities around the world. By embracing new ideas, collaboration and diversity towards a collective goal, members demonstrate their social responsibility and improve themselves through participation in community development to international projects, leadership and action.

The major difference between JCI and other non-profit organizations is that JCI members take initiative to solve local challenges and problems by focusing on sustainable impact instead of focusing solely on charity or service.

Membership

National Organizations (NOM) federated to JCI are active in more than 5,000 chapters located in more than 100 countries and territories, accumulating to more than 200,000 members worldwide.

Mission

To provide development opportunities that empower young people to create positive change.

Vision

To be the leading global network of young active citizens.

Values:

- Faith in God
- The brotherhood of man
- Individual freedom and dignity
- Government of laws
- Human personality
- Service to humanity

History

JCI was initiated in St Louis, Missouri, USA by Henry Giessenbier, Jr on October 13, 1915. His idea spread and on December 11, 1944, representatives from eight countries met in Mexico City to create an organization that would address global concerns. From these eight countries, JCI has grown spanning every continent to include more than 100 countries.

Headquarters

The JCI headquarters was established in 1951 and was located in Coral Gables, Florida, USA since 1969. In 2002, the JCI headquarters was relocated to Chesterfield, St Louis, Missouri, USA, where the first local organization was founded in 1918. A professional staff of 20 full-time employees provides services to JCI members. Its chief executive officer is Secretary General Arrey Obenson.

International Events

JCI hosts four Area Conferences (Africa and the Middle East, Asia and the Pacific, the Americas and Europe) to give members the opportunity to address international issues and to focus on solutions for their region and how they can grow, improve, share and create positive change across communities.

- Asia Pacific Conference

The 2017 JCI Asia-Pacific Conference will be held in Ulaanbaatar, Mongolia from 8-11 June 2017.

- World Congress (Annual Meeting)

The 72nd World Congress will be held in Amsterdam, The Netherlands from 5-10 November 2017. The Honourees of the JCI Ten Outstanding Young Persons of the World (TOYP) will be presented at the JCI World Congress. The TOYP program honors ten young individuals who best exemplify the finest attributes of the world's young people.

International Co-operation

JCI is an international Non-Governmental Organization with active participation in the United Nations (UN) system. In this context, JCI has relations with the Office of the UN Secretary General (Secretariat) and a Consultative Status with the Economic and Social Council (ECOSOC). Furthermore, JCI has cooperation agreements with the UN Global Compact ; the United Nations Educational, Scientific and Cultural Organization (UNESCO); the United Nations Conference on Trade and Development (UNCTAD); the Pan American Health Organization (PAHO); the Conference of Non-Governmental Organizations (CONGO); the NGO Committee on UNICEF; the International Chamber of Commerce (ICC) and World Chambers Federation; the Council of Europe; International Association of Students in Economics and Management (AIESEC), and Goal4Africa.

JCI Areas of Opportunity

Junior Chamber can be called an organization of opportunities. The opportunities available within Junior Chamber are so numerous it could take a lifetime to grasp them all. Most members select those which cater to their particular needs and make the most of them. Basically, there are four Areas of Opportunity within the organization: individual, community, international, and Business. Projects are conducted in each area. As the members work on these projects, they encounter opportunities for total development.

JCI Corporate Slogan "Be Better"

In the 61st JCI World Congress held in Seoul, Korea, a new Corporate Slogan "Be Better" was adopted in replacement of the previous one "Entrepreneurs in Action". The new slogan represents JCI's mission in cultivating better leaders in the community and business, and reflects our strong sense of believe, through participating Junior Chamber movement, to serve the global community and create positive change.

JC Members Create Opportunities

The slogan "Be better" depicts our members' determination and courage to create and use opportunities to generate change, to break barriers and to explore new fields. Pioneers in business and in life, they are trailblazers; they radically redefine limits, and how they can be reached and surpassed. Junior Chamber's ranks include leaders who are investors, venture capitalists, entrepreneurs, and professionals in diverse fields. The entrepreneurial action empowers them to forge change to make the world a better place. They are visionaries, risk-takers and mavericks; they transform great dreams into reality. With strength and determination, they are reaching new limits, continually striving to do more and be more in their businesses, their communities, and in the lives they help change.

2017 JCI Officers

World President	Dawn Hetzel	JCI USA
Immediate Past President	Paschal Obinna Dike	JCI Nigeria
Secretary General	Arrey Obenson	JCI Cameroon
General Legal Counsel	Sang-Woo Bae	JCI Korea
Treasurer	Laurence Bolotin	JCI USA
*Executive Vice President (Asia and the Pacific)	Marc Brian Lim	JCI Philippines

*Vice President (Asia and the Pacific)	Kongjoo Kim	JCI Korea
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* Assigned to Hong Kong

JCI Official Languages

English, Japanese, French and Spanish

4 Regions

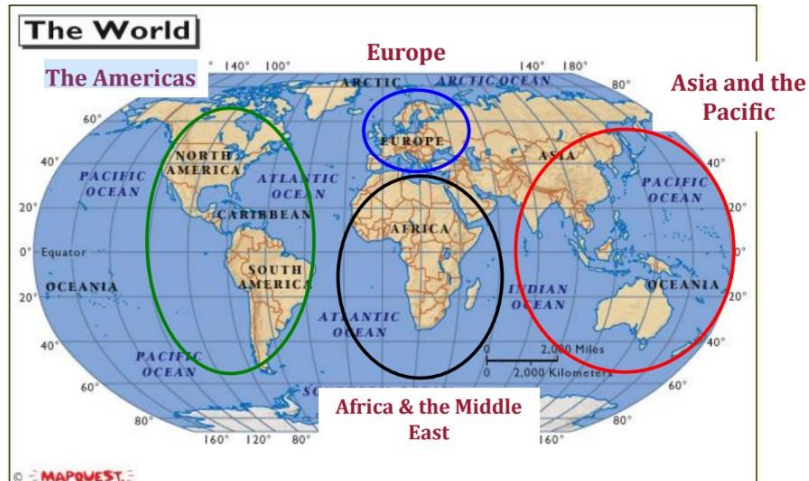
JCI divided into 4 regions, they are:

Africa and the Middle East

Asia and the Pacific

The Americas

Europe



JCI Headquarters

Junior Chamber International

15645, Olive Boulevard, Chesterfield, MO63017, St Louis, Missouri, USA

Website: www.jci.cc

Tel: 1-636-449-3100

Fax: 1-636-449-3107

Regional Offices

Africa & the Middle East

Résidence La Belle - Kotto

P.O. Box : 10335 Akwa

Douala - Cameroon

Tel: +1-636-449-3100

Fax: +1-636-449-3107

Asia & the Pacific

15645 Olive Boulevard

Chesterfield, MO 63017 - USA

Tel: +1-636-449-3100

Fax: +1-636-449-3107

The Americas

Torres Vilanueva 1192 y Pastor Filártga, Las

Carmelitas

Asunción - Paraguay

Tel: +595-21-612-336

Fax: +595-21-612-336

Europe

Breite Straße 29

10178 Berlin - Germany

Tel: +49-30-203081519

Fax: +49-30-203081522

THE AREAS OF OPPORTUNITY

The learning experience of Junior Chamber members revolves around the four Areas of Opportunity, which concept, based upon the principles and mission, can be considered the cornerstone of Junior Chamber.

The key word is “Opportunity”, which advocates voluntary involvement of members within any of the areas. The concept applies at any level, but it is at the chapter level where it produces the best results. The premise is that it is the responsibility of each national organization and chapter to provide opportunities to its members.

Following are the four Areas of Opportunity:

INDIVIDUAL OPPORTUNITY

To provide the opportunity for the individual member to realize his or her personal potential through training programs

COMMUNITY OPPORTUNITY

To develop the sensitivity of the individual member to societal problems and knowledge of community dynamics in solving these problems through actual experience

INTERNATIONAL OPPORTUNITY

To provide the opportunity for the individual member to contribute to the development of goodwill, understanding, and cooperation among all peoples

BUSINESS OPPORTUNITY

To provide the opportunity for members to contribute to the development of the economic infrastructure, prosperity and well-being of all nations

ACTIVE CITIZEN FRAMEWORK

JCI will be the organization that unites all sectors of society to create sustainable impact. Sustainable impact is achieved through the collective actions of active citizens across local communities. Designed to address all types of community issues, JCI members are guided by the JCI Active Citizen Framework, which provides a methodology for conducting impactful projects that provide sustainable solutions to communities around the world.

The process outlined by the JCI Active Citizen Framework consists of assessing community needs, formulating sustainable solutions and taking action with partners all while monitoring and evaluating our results to ensure sustainability. All projects conducted by JCI Local Organizations should be organized in the context of this framework:

I. Needs Analysis

II. Formulating a Sustainable Solution

Stage 1: Health and Well-Being

Step 2: Education and Economic Empowerment

Step 3: Sustainability

III. Taking Action with Partners

IV. Monitoring and Evaluating Results

To become the leading global network of young active citizens, JCI must lead in thought, words, actions and results. JCI is uniquely situated to lead in progress towards global development. The JCI Active Citizen Framework will provide a context for JCI to become the organization that will unite all sectors of society to create sustainable impact. It provides a platform for assessing local needs from which we can gain a reputation for relevance.



JCI STRATEGIC PLAN 2014-2018 AND PLAN OF ACTION 2017

Members are highly recommended to take note of the JCI Strategic Plan 2014-2018 based on which the World President and his/her board of directors draw their year plan.

The JCI Strategic Plan 2014-2018 and Plan of Action 2017 can be downloaded at jci.cc at the following path:

www.jci.cc > members login > JCI info > JCI Library > Official Documents



2014-2018
JCI Strategic Plan



JCI AWARDS PROGRAM

Purpose of Award Program

To recognize and honor outstanding achievement in the fulfillment of purpose of JCI by NOMs/LOMs or individual members.

Award Judging

JCI (ASPAC & World Congress) - Judges to be nominated by LOMs to represent NOM
Local (National Convention) - Judges nominated by each LOM

Eligibility

- NOM and LOMs in good standing.
- One project can only bid for one award item.
- Project should be completed during the award year.
- Majority of the project should be taken place within the award year, with the exception of Group C Awards to Individual Member and Most Outstanding LOM Award.

E-Bid book

JCI developed a web-based tool to allow members to submit electronic award entries. The submission can be done through online at link: www.jci.cc/eawards.

Entry Form

Pre-entry form has to be submitted to NOM before the deadline (date to be specified by NOM).

General Violation / Penalty points (for National Convention)

- Inadequate use/mistake/missing information on the e-bid book cover and/or in Basic Information (1-5 points to that particular entry)
- Late submission of pre-entry information (5 points to each concerned entry)
- Requirements to appoint and furnish award judges not met by LOM (5 points all entries by the LOM)

JCI Hong Kong Jayceettes National Convention Award Judges in the past (from 2012)

2012	Stella Woo, Carol Yeung
2013	Naomi Chan, Wendy So
2014	Pauline Lau, Alfreda Yu
2015	Pauline Lau, Rosanna Wong, Patrizia Yeung
2016	Vicki Chan, Wendy So

Please refer to JCI and JCIHK's Award Manuals for the latest rules and guidelines at the following webpages:

JCI: http://www.jcihk.org/images/download/dlwid_3035_dlwlistid_3169.pdf

JCIHK: http://www.jcihk.org/images/download/dlwid_3039_dlwlistid_3171.pdf

JCI FOUNDATION DONORS

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Please refer to the website for more details <http://www.jci.cc/en/foundation/levels>

JCI Foundation Donors

A contribution to the JCI Foundation is an investment in the future. JCI members who donate US \$100 or more to the JCI Foundation are recognized with one of several levels. However, it's not necessary to donate all at once. The donations add up over time, so little by little, you can achieve the highest level.

David Chua-Unsu Patron

US \$20,000 (Cumulative Contribution)

The David Chua-Unsu Patron foundation level was established in memory of JCI Foundation Chairperson Emeritus and the 1975 JCI Vice President David Chua-Unsu for his extensive contributions to the organization. To become a David Chua-Unsu Patron, a cumulative contribution of at least US \$20,000 is required. Additional contributions are encouraged.

David Chua-Unsu Patrons receive the following recognition:

- A plaque with the patron's photograph displayed in the JCI World Headquarters
- An engraved wooden plaque designed exclusively for David Chua-Unsu Memorial Patrons
- A special pin to be worn at formal JCI functions and events
- Complimentary registration at JCI World Congress

Henry Giessenbier Fellow

US \$10,000 (Cumulative Contribution)

The Henry Giessenbier Fellow foundation level was established in memory of the founder of the JCI Movement Henry Giessenbier. To become a Henry Giessenbier Fellow, a cumulative contribution of at least US \$10,000 is required.

Henry Giessenbier Fellows receive the following recognition:

- A plaque with the fellow's photograph displayed in the JCI World Headquarters
- An engraved wooden plaque designed exclusively for Henry Giessenbier Fellows
- A special pin to be worn at formal JCI functions and events

Phil Pugsley Patron

US \$1000 (Cumulative Contribution)

The Phil Pugsley Patron foundation level was established in memory of the 1951–1952 JCI President and founder of the JCI Senate. To become a Phil Pugsley Patron, a cumulative contribution of at least US \$1000 is required.

Phil Pugsley receive the following recognition:

- An engraved wooden plaque designed exclusively for Phil Pugsley Patrons
- A special pin to be worn at formal JCI functions and events
- Phil Pugsley Patrons who wish to increase their donation from US \$1000 to US \$5000 will receive the following recognition:
 - A plaque with the patron's photograph displayed in the JCI World Headquarters
 - An engraved wooden plaque designed exclusively for Phil Pugsley Patrons at the US \$5000 level

John Armbruster Donor
US \$500 (Cumulative Contribution)

The John Armbruster Donor foundation level was established in memory of the co-founder of the JCI Movement and JCI historian John Armbruster. To become a John Armbruster Donor, a cumulative contribution of at least US \$500 is required.

John Armbruster Donor receive the following recognition:

- A certificate recognizing contribution

JCI Foundation Donor
US \$100

To become a Foundation Donor, a minimum contribution of US \$100 is required. A list of all donors is kept at the JCI World Headquarters in St. Louis, USA

Donation from JCI HK Jayceettes
(records from jci.cc and as of July 2017)

David Chua-Unsu Patron (US\$ 20,000 up)

- C W, Jennifer Yu Yip

Phil Pugsley Patron (US\$ 1,000 up)

- Caroline Chiu Luen Au-Yeung
- Caroline Yuk Lin Keung Chiu
- Chung Kei So
- Hong Kong Jayceettes Jci Hk
- Lam C S, Brenda
- Liu Yee Chun, Alice
- Margaret Wu
- Pang Eliza
- Winnie Yeung
- Wong Jeritza

3-Star JCI 100th Anniversary Donor (US\$1,000)

- Jennifer Yu

2-Star JCI 100th Anniversary Donor (US\$500)

- Petula Wong (Donation of US\$4,900 for a JCI 100th Movement Tourbillon Watch for the celebration of 100th Anniversary of JCI Movement & 65th Anniversary of JCI Hong Kong)

1-Star JCI 100th Anniversary Donor (US\$100)

- Carol Ka Lok Yeung

JC PROTOCOL

The term “protocol” (禮儀) has many meanings and connotations. For our purpose, we will say that protocol is “the generally-accepted code of etiquette and precedence within a particular group or entity”. In other words, it is an expected and acceptable way of behaving in a given social situation.

Protocol is particularly important during official ceremonies and functions. JC, like most organizations, has a set of rules, etiquette or norms that are germane to our organization. A general rule of protocol is that the guest follows the rules of the house. Inform your guest about the appropriate dress code for the function, the suggested time of arrival, the point of entrance, where to park, who will greet the guest and where, order of procession to the hall, seating arrangements, order of speeches, and order of departure after the event.

During official ceremonies, lower-ranking officers speak and are introduced before higher-ranking officers. If too many lower-ranking officers are present to be all introduced, just mentioning their names will be enough to recognize their presence.

Recognition

- Principles of precedence: Guest of Honor – External Guests - National President – JCI Past Presidents - JCI Officers - Invited VIPs (including Chief Delegates of overseas Chapters) – Past National Presidents - JCIHK Board members – Chapter Presidents - Past Hong Kong Jayceettes Presidents – Current Board - JCI Senators – Project Chairman.
- Introduce only the name and title of the Guest of Honor, e.g. The Honorable Donald Tsang, GBM, JP, Chief Executive. Brief introduction should be made before he delivers his speech
- Recognize Government officials in accordance with seniority and ranking
- Recognize the partner of Guest of Honor only with his/her consent.

Protocol for Speaking

In general, lower-ranking officers speak before higher-ranking officers, for instance:

1. LOM President
2. NOM Board Member
3. NOM President
4. JCI Officers
5. Government official
6. JCI President
7. Head of state

Invitation

- Invitation card should bear JCI logo and appropriate wordings.
- Invitation card should best be sent one month before the occasion. In any case, at least two weeks' notice should be given.
- Follow up is necessary and to remind those who show no response.
- Guest of Honor (GOH) can be invited depending on the significance, size and nature of event.
- Recognition and title of GOH must be correct.
- Letter inviting GOH should be sent three months ahead, not less than one month, in any case.
- Try to get verbal consent of the GOH before sending him the letter.
- Inform the GOH exactly what he will be required to do, e.g. dressing, message, photo, speech, lucky draw and time duration.
- The President and Project Chairman should receive the GOH at the entrance.
- Distinguish the GOH among other guests, e.g. with a special corsage.
- Thank you letter or card with photos should be sent to GOH and other invited guests within one week after event.

Protocol of Seating

Seating arrangements are typically designed not just to honor an important guest or friend but also to enhance the flow of good conversation during dinner. Those who understand the art of small talk are well aware that *“at a dinner party one should eat wisely but not too well, and talk well but not too wisely...”*.

It is customary to allow the main guest or VIP to make brief remarks or deliver a “message of greetings” just before dinner or immediately after.

The host should have the last intervention with a “vote of thanks”.

Gifts or presents may be exchanged before or after dinner.

In most organizations, guests are seated according to rank or seniority. Emphasis should be to ensure that guests are placed in their proper seats.

- Important dignitaries, VIPs or high-ranking officers should be seated in the front row and low-ranking officers in the rows behind.
- To avoid confusion, seats can be reassigned with name cards placed on each seat or on back of the seat.
- Both husbands and wives are granted the same status as their higher-ranking spouses. Thus, if the host president is married, his/her spouse is seated according to his/her rank.

Head Table Seating Arrangement at Banquet

Long Table

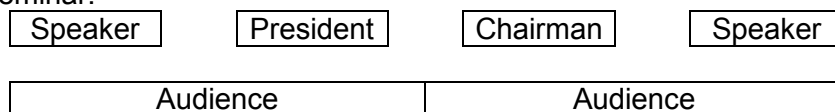
- Right hand side of the Host should be reserved for the Guest of Honor
- Male and female at alternative seats
- Table should best be ended with a male
- Chairman is seated at the end

Round Table

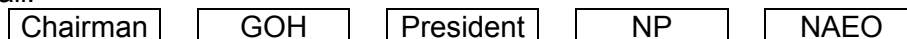
- Guest of Honor should be seated facing the stage or entrance, depending on floor plan
- Other seating same as for long table

Head table seating arrangement for Seminar varies, normally, the Chairman is seated in the middle with the LOM President at one end, however, other combination is possible and it depends on the occasion and situation, e.g.

Seminar:



Ball:



Dress Code

- For banquet ball, normally black-tie for male and evening dress for female.
- When invited to speak at a seminar, get decently dressed. Don't wear jeans and T-shirt (smart casual for outdoor activities).

Souvenir Program

- The first and second pages should be reserved for the photo and message of the Guest of Honor and not for any advertisements.
- Messages should be arranged in the following precedence: Guest of Honor – own LOM President - National President - JCI Officers – Chairman - other LOM Presidents

Arrival Precedence at National Convention etc.

Convention Director - Overseas Chief Delegates - LOM Presidents - Hosting LOM President - NOM Directors - NHT - NSG - NVPs - NEVPs - NGLC and lastly Guest of Honor flanked by National President and National Immediate Past President.

- At the General Assemblies of the National Convention, the LOM President or her appointed representative will be the Chief Delegate as well as the Chief Spokesman of the Chapter.
- At the Conference or Congress, the National President or his/her appointed representative will be the Chief Delegate for JCIHK. All LOM Presidents would have to channel enquires through the National President.

Colors

The one nearest to the parade stand is the most important. On other occasions, it is the center one or the left hand-side one.

National Anthem

- To play the national anthem if necessary.
- All colors except that of China should be down when the national anthem is played.

Remember

- To recite the JCI Creed, Mission & Vision at the start of any official function or meeting
- Respect the President = Respect the Organization
- Never call the President by her nick-name
- Offer assistance to the President at all times
- Enrich our knowledge through discussions, participation and observation
- Apply JC protocol with judgment and common sense
- Do not overdo.

PROJECT EXECUTION

Community Development Cycle (CD Cycle)

The JC way of planning and conducting a successful project is:

- | | |
|--------|------------|
| STEP 1 | SURVEY |
| STEP 2 | ANALYSIS |
| STEP 3 | PLANNING |
| STEP 4 | ACTION |
| STEP 5 | EVALUATION |

Meeting Procedures in Brief

1) Preparation before the Meeting

Prior the first meeting, the Chairman should draft a working schedule for the OC team to get a better picture of what is expected at different stages of the project. The Supervising Officer will draft the first agenda to the OCs and the Secretary will be responsible for drafting and circulating agendas afterwards.

OCs should also prepare OC reports prior to making their reports at meetings.

2) Opening the Meeting

Meeting should be called to order at the exact hour (or within half an hour) with enough members (a quorum - more than half of the number of the OC team).

Agenda and minutes have to be adopted. If meeting is held for the first time, explain the reason for holding the meeting and appoint the officers.

3) Speaking During the Meeting

Speaking is accomplished by obtaining the floor and after being recognized by the chairman. In case of debates, order for speaking is determined according to the followings:

- maker of motion is given priority
- no one gets a second chance until everyone has had one chance
- the chairman should try to alternate speakers among all sides
- speaking can be stopped by a two-third majority votes

4) Guidelines for Conducting a Proper Meeting

- Opening of meeting
- Adoption of agenda
- Reading and approval of minutes of the previous meeting
- Reports of board and standing committees
- Reports of social committees
- Special orders *
- Unfinished business and general orders**
- New or Other Business
- Closing of meeting

* Special orders: important business that the group has previously agreed to take up at this specific time.

** General orders: matters postponed from previous meetings and set for this meeting.

Guidelines for Carrying out Projects

For projects that will hold in public places, the committee has to liaise with the relevant government departments to find out if any license is required. In certain cases, police should also be informed. Where necessary, first aid services and third party insurance should be arranged.

If the project involves any propaganda or audio/visual presentation in public area, the committee should ensure that it does not violate the rules and regulations of the Television & Entertainment Licensing Authority. For projects that are likely causing traffic hazard, advice from the Transport Department should be sought.

When a project is jointly organized with outside parties/organizations, the committee should ensure that they have made it clear as to their commitments and responsibilities, to avoid any subsequent legal complexities. After completion of a project, the committee should write thank you letters together with photos and press release to all sponsors, donors, coordinators and helpers, etc., within seven days.

Guidelines for Correspondence

All outgoing letters should be vetted by the respective Project Advisors and Supervising Officers before issue.

All letters to VIPs and government officials should be drafted to the President for her signature and approval before issue..

A brief introduction of JCI Hong Kong Jayceettes and the project should be included in the letter, providing the following information:

- Objectives - to provide leadership training through community services
- Nature of organization
- Objectives of project
- Other pertinent information:
 - Format
 - Date, time and place of event
 - Sponsors (benefits)
 - Speakers (topics)
 - Participants (relevant requirements)
 - Guest of Honor (any requirement)

All outgoing letters should be signed by the President and copied to the respective EVP/ Supervising VP/Director, Project Chairman and Secretary.

To enhance the chapters corporate image, the person assigned to follow-up with external parties should be very familiar with the organization, nature of the project, project objectives etc. Preparation to answer all potential enquires should be made prior to the issue of sponsorship letters to external parties.

Circulars

Circulars can help to promote a project effectively. All circulars should be approved by supervisors before sending out to the public. The following should be included with the circular:

- JCI Logo and Name of chapter
- Name of project
- Objectives of project
- Format of project
- Date, time, place and contact person with telephone number for enquiries
- Fee, if necessary
- Other pertinent information

The presentation of the circular should be in line with the nature of the project, such as seriousness or liveliness. Sufficient notice must be given to participants.

PROJECT PROPOSAL FORMAT

Name of Project : HEALTHY MAN, HAPPY FAMILY
Date of Project : June 15, 2003
Sourced of Income : Self-financed

Originality

The continuous family tragedies, suicide, spouse and child abuse, and other domestic violence are often the manifestation of stress. The underlying cause of most cases is the low awareness of stress and mismanagement of adverse life situation. However, in a male-dominant Chinese society where male are still the main breadwinner and “face-saver”, they are more stressful, comparatively speaking. As an organization caring for the community, our chapter has taken up this issue as an area of community development because the well being of a man has direct relationships with that of his family, including wife, daughters, mother, father, brothers and sisters around him. At the same time, the victims of a man's mismanagement of stress are also from his workplace and the environment of the society, which will bring back to the family. Therefore, this project aims to address this important social issue from the perspective of a family.

Objectives

1. To raise the awareness of causes of stress in modern society from the perspective of male.
2. To help participants adopt safe and effective methods to handle stress.
3. To foster harmony in the family and in the workplace.
4. To find solutions for the males to relieve themselves under the current adverse economic climate.
5. To guide family members to support the men who are taking care of the family.

Format

1. Interview
2. Booklet
3. Workshop

Publicity

1. To solicit a popular newspaper as Media Sponsor.
2. Place press release in major printed media.
3. Contact TV media to promote the project and the workshop.
4. Circulars to all members (1,500) of JCIHK.
5. Circulars to Hospital Authority & its departments, selected community centers & various organizations.
6. Interview Booklets to be sent to the above and government related departments, e.g. public libraries.

Benefits to Community

1. To arouse the public awareness of the causes and influences of stress in modern society from the perspective of male.
2. To provide channels and effective methods of solutions to help the males to relieve their stress.
3. To promote harmonization of family by guiding the family members to support the men who are taking care of the family.

Benefits to Organization

1. To extend JC network to other organizations and individuals.
2. To promote JC and its objectives that we are an organization caring for the community and better development of youth.
3. To recruit more members to join JC family via external promotion and various activities.

Benefits to Organizing Committee

1. To provide a good opportunity to practice interviewing and writing skill as a reporter for the booklet.
2. To provide a chance to meet people from different background so as to expand their perspective of life.
3. To enhance the skills of consolidating lots of information from survey findings, research studies, and inviting interviewers and workshop instructors/ experience shares, etc.
4. A good chance to acquire project management, its techniques and improve PR skills by working with a team of OC from different professionals and qualifications.

Budget Proposal

See sample on Page 102 and consult Hon Treasurer if needed.

CONTENTS OF PROJECT FILE

All files should contain a Table of Content, which serves as an easy reference for the reader to grasp instantly what is included in the project file. An ideal Table of Contents is indicated below for your reference. This might vary according to the size of the project.

Table of Contents

Administration

- Organization Chart
- OC Contact and Attendance list
- Agenda and Minutes of Meetings

Survey and Analysis

- Media (company, contact person, department, contact no., email, contact for which event)
- Potential Speaker (company, name, contact no., email, address, contact person, remarks)
- Reference Materials on the Subject, e.g. Press Clippings

Planning

- Working Schedule
- Proposed Time Schedule & Program Rundown
- Project Proposal with background and objective

Evaluation

- Evaluation Reports or Feedbacks

Finance

- Proposed Budget Vs Income and Expenditure Statement
- Cash flow Statement
- List of Sponsors (including confirmed and potential sponsors with detailed contact information)
- Quotation, invoice, copies of all receipts and Claim Forms

Publicity and Promotion

- Press release and press clippings (before and after the event)
- Invitation letters to mass media and media attendance list
- Promotional Radio interview and broadcast (tape/CD-ROM to be enclosed)
- All printed materials (e.g. circular, poster, pamphlet, etc.)

Logistics

- Material & Manpower Allocation Checklist
- Photos (Hard copy and/or CD-ROM)
- Program Sheet
- Souvenir Program

Participation

- Attendance of Hong Kong Jayceettes, NOM and LOM Members
- Attendance of Outsiders

Correspondence (Incoming & Outgoing)

- Emails/Letters/Fax to outsiders (e.g. invitation, confirmation, etc.)
- Correspondence with Hong Kong Jayceettes/JC

SAMPLE OF PROPOSED BUDGET AND I/E STATEMENT

	<u>Actual</u>	<u>Proposed Budget</u>
<u>Income</u>		
Entrance Fee	3,100	3,000
Sponsorship	<u>1,000</u>	<u>0</u>
Total Income	4,100	3,000
<u>Expenditure</u>		
Administration	100	150
Function	1,000	800
Program	2,000	1,200
Promotion	<u>1,000</u>	<u>850</u>
Total Expenditure	4,100	3,000
Surplus/(Deficit)	0	0

SAMPLE OF CASH FLOW RECORD

Hong Kong Jayceettes				
	<u>Total</u>	<u>Cash</u>	<u>Bank A/C</u>	<u>Non-cash Item</u>
<u>Receipt</u>				
Entrance Fee	2,850	550	2,300	0
Sponsorship	1,000	0	1,000	0
Coupon	<u>250</u>	<u>0</u>	<u>0</u>	<u>250</u>
Total Receipt	4,100	550	3,300	250
<u>Payment</u>				
Deposit paid to Venue	2,000	0	2,000	0
Paid for Banner by Hong Kong Jayceettes	800	0	800	0
Expenses Reimburse to O/Cs	<u>1,300</u>	<u>550</u>	<u>750</u>	<u>0</u>
Total Payment	4,100	550	3,550	0
Net Balance as per I/E Statement	0	0	(250)	250

GUIDELINES FOR PROJECT TREASURER

General

- Project treasurer should consult the Project Supervising Officer with regard to which Hong Kong Jayceettes account is assigned for the project. All monies received should be deposited to the assigned account.
- Project treasurer should update the transaction record as often as possible.

Handling Monies Received

- It is essential that particulars of all monies due to Hong Kong Jayceettes are identified and appropriately recorded. All revenue transactions should be promptly and accurately recorded to enable the production of financial report.
- The monies received should be reconciled with the attendance list.
- OC members who collect the monies are responsible for ensuring the safe custody of the collections from the time of receipt until deposited in the assigned Hong Kong Jayceettes bank accounts.
- Project treasurer should deposit all cheques to bank within 3 working days. All cheques are copied, marked clearly of the purpose and the sender for checking purpose. This process would make it convenient for compiling I/E statement later.
- All cash collected should be passed to the respective supervising officer (Board of Directors) on the event day after proper record. The Board of Directors should deposit the monies in the next working day should the cash on hand exceed HK\$5,000 or 3 working days if the amount is less than HK\$5,000.
- Before submitting the received cheques, project treasurer should ensure that:
 - ✓ duly cheques are payable to "Junior Chamber International Hong Kong Jayceettes".
 - ✓ cheques are dated and not more than 6 months old.
 - ✓ cheques are duly signed
 - ✓ cheques show the correct amounts (both numerical and written amounts)
 - ✓ cheque copies have been made
- Cheques are for exact amount to be received. Thus no change will be given on cheque payments.
- Cheques do not meet the above criteria should be returned to the issuers for amendment.

Expenditures

- Request for invoice related payments and reimbursement to members should be made by filling in the "Payment Claim Voucher".
- Original invoices, receipts, tickets, bills and cash register tapes should be kept to support the reimbursement claims and the items on the I/E statement. Should no such supporting are available, self prepared statements detailing the purpose of the transaction should be prepared and duly signed by the corresponding OC members and the project chairman.

Receipts

- Receipts should be issued by Hon Treasurer of Hong Kong Jayceettes.
- Under no circumstances should project treasurers or OC members issue their own invoices or receipts for Hong Kong Jayceettes Projects.

Finalizing the Account

- After completion of the project, I/E Statement, cashflow, transaction record, and account receivable/payable record should be prepared.
- Account should preferably be finalized and submitted to Hong Kong Jayceettes Board for approval within one month of the event day.

PAYMENT CLAIM/ ADVANCE PAYMENT PROCEDURE

=====

INTRODUCTION

This standard instruction describes the procedures to be followed for the claim and reimbursement of expenses, and for the application of advance payment.

PAYMENT CLAIM / ADVANCE PAYMENT APPLICATION

- 1) Expenses claim should be made on the claim/advance payment application form issued by the Hon Treasurer
- 2) The claim/advance payment application form should be completed by the claimant/applicant and endorsed by the President / Vice President / Hon Secretary / Project Chairman.
- 3) In endorsing a claim/advance payment application form, one should verify the validity of the claim/payment request and that the expense is charged to the correct area.
- 4) The one who makes the endorsement should ensure that the total amount claimed/to be paid is equal to the sum of individual expense.
- 5) The **claim form** should be supported by documentary evidence of the expenses i.e. invoice, receipt. Quotation is not considered as a valid supporting document. Original invoices and receipts must be submitted whereas photocopy will not be accepted.
- 6) The **advance payment application form** should state at which month that application is adopted and supported by documentary evidence of the expenses i.e. invoice. Quotation is considered as a valid supporting document.
- 7) The claimant/application and the one who makes the endorsement cannot be the same person.
- 8) The claim/advance payment application form should be emailed to the Hon Treasurer at least 3 days prior to the monthly Board Meeting. On-site claims will not be entertained.

For any claim/advance payment application that needs urgent handling, please contact the Hon Treasurer for special arrangement.

(This only serves for general reference. Please refer to the most updated form and claim/advance payment procedure sent by the Hon Treasurer.)



Junior Chamber International Hong Kong Jayceettes

Claim / Advance Payment Application Form 2017

Voucher: _____

Please draw cheque in favour of :

Claim Date : _____

(Full Name in CAPITAL letters, same with your bank account)

Amount : _____

Project Name : _____		
Area to be debited		
Main account : _____	<input type="checkbox"/> Membership Affairs General <input type="checkbox"/> Public Relations <input type="checkbox"/> Publication <input type="checkbox"/> Secretarial <input type="checkbox"/> Records & Recognition <input type="checkbox"/> Information Technology <input type="checkbox"/> Finance <input type="checkbox"/> Others: _____ <input type="checkbox"/> Monthly Fellowship Gathering <input type="checkbox"/> Coupon(s) <input type="checkbox"/> Ticket(s) <input type="checkbox"/> Specific Function <input type="checkbox"/> Anniversary General <input type="checkbox"/> Anniversary Ticket(s) <input type="checkbox"/> AGM / EGM General <input type="checkbox"/> Others <input type="checkbox"/> NOM / National Convention <input type="checkbox"/> Others: _____	
Community Development : _____	<input type="checkbox"/> CD Project <input type="checkbox"/> Others: _____ <input type="checkbox"/> Youth Affairs / United Nations : _____ <input type="checkbox"/> YA/UN Project <input type="checkbox"/> Others: _____ <input type="checkbox"/> International Affairs : _____ <input type="checkbox"/> World Congress / ASPAC <input type="checkbox"/> Sister Chapter(s) <input type="checkbox"/> IA Reception <input type="checkbox"/> Leadership Development : _____ <input type="checkbox"/> LD Training <input type="checkbox"/> LOTS 2018	
Receipt Date	Description <i>(with the Budgeted Account Name if applicable)</i>	Amount (by currency)
Attachment(s) : _____ 1 sheets		Total: HKD _____

Claimed by : _____ (Name of Applicant) Signature : _____ Position : _____ Date : _____	Endorsed by : _____ (Name of Endorser) Signature : _____ Position : _____ Date : _____
--	--

For Hon Treasurer use only

Cheque no. : _____	Signature : _____
A/C no. : _____	Date : _____

Acknowledge receipt by :

Name : _____	Signature : _____
	Date : _____

MANUAL FOR MONTHLY FELLOWSHIP GATHERING

Purpose of Monthly Fellowship Gathering:

- Report Chapter information to members
- Communicate with members
- Promote Chapter image to participants
- Build up fellowship among members
- Increase sense of belonging among Jayceettes
- Note: It is the responsibility of a member to attend monthly fellowship gatherings.

Target Participants

- members of Hong Kong Jayceettes including Prospective Members (PMs), Full Members, Senior Members
- members of JCIHK
- friends of members / potential PMs

Target Attendance

- 40 with breakdown below:
- Board member/officers: Full attendance (around 10)
- Individual member: 10
- Prospective member and potential member: 5
- Senior member: 10
- External guests/NOM/LOM: 5

Budget

- Project should be self-financed
- Suggested fee around \$180-350 (depends on theme and venue)
- Need to be adopted by the Board before the event

Venue

- Decent place matching theme of the MFG

Event date

- Date to be fixed by Board of Directors and organizing team.
- Avoid clash with any public holiday and NOM Events if possible.

Enrolment method

- By email, refer to guideline on circular or online

Payment method

- Bank into the chapter's bank account prior to the event for guarantee of seat (refer to guideline on circular) and present the receipt upon arrival or (refer to guideline on circular).
- Cheque posted to the chapter in advance.

Promotion method

- By email / hardcopy circulation to Hong Kong Jayceettes members (includes PMs, PPMs), JCIHK and /other chapters
- Phone call to Hong Kong Jayceettes members by OC or BOD if necessary
- Promotion at Hong Kong Jayceettes events and other chapter events by OC
- Promotion at project meetings by Supervising officers
- Circular posted in Hong Kong Jayceettes website / facebook

Program

- Refer to sample program rundown (refer to Appendix on Program rundown)
- MFG will be conducted in English except the talk by speaker or with prior approval from President and Chairman
- Attract attendance by topic where members are interested

Project Objectives

- To organize a Fellowship Gathering for members
- To let members build up their leadership skills through organizing the project

Logistics items

Item	Responsible party
1) Chapter blue flag	Supervising officer (get from HS)
2) Project banner	Supervising officer
3) Birthday list and recognition list	Supervising officer (get from HS)
4) Attendance list	OC - registration/treasurer
5) For reporting session:	
a. Name stand for Board members [Note: applicable when venue allows setting of head table for board reporting session].	Supervising officer
b. Projector (if venue can provide)	OC – logistics / venue
6) Corsages for President, Project Chairman and guests	Supervising officer
7) Name badges for PMs and new friends	Supervising officer
8) Program rundown & checklist	OC - program/logistics

9)	Board report (prepared by Board of Directors)	Supervising officer
10)	Briefing to Board of Directors on program rundown i.e. timing of Board report, induction ceremony, birthday celebration, AOB items like promotion of Hong Kong Jayceettes events	Supervising officer
11)	Induction material including induction oath, induction pin, M&AA and Administration handbook	ME Area supervising Officer
12)	Souvenirs	OC - logistics

General Guidelines for Board of Directors

- Bring your name card
- Wear the officer badge
- Bring a few membership application forms with you for every JC occasion.
- Welcome new members and introduce our chapter with collaterals (eg. Chapter calendar, Snapshots etc) to promote chapter events.
- Act as a host of the chapter e.g. greet guests and members at reception
- Update and promote JCI Hong Kong Jayceettes events to all members.
- Dress code: Business or required dress code on the circular

Resources

- Guideline for Project Treasurer
- Claim and advance payment procedure

Appendix

- Sample Program rundown
- Guideline on project circular
- Guideline on handling chapter materials

Junior Chamber International Hong Kong Jayceettes

June Fellowship Gathering

7:00 pm, 22 June 2015, Friday

VENUE: Club Lusitano, 27/F, 16 Ice House Street, Central

Program

Recital of JCI Creed, Mission and Vision

Recognition of Guests

Welcoming Speech by President

Report by Board of Directors

Induction Ceremony

Birthday Celebration

Dinner

Sharing by Guest Speaker

Q&A Session

Presentation of Souvenir

Vote of Thanks by Chairman

Any Other Business

Group Photo

Adjournment

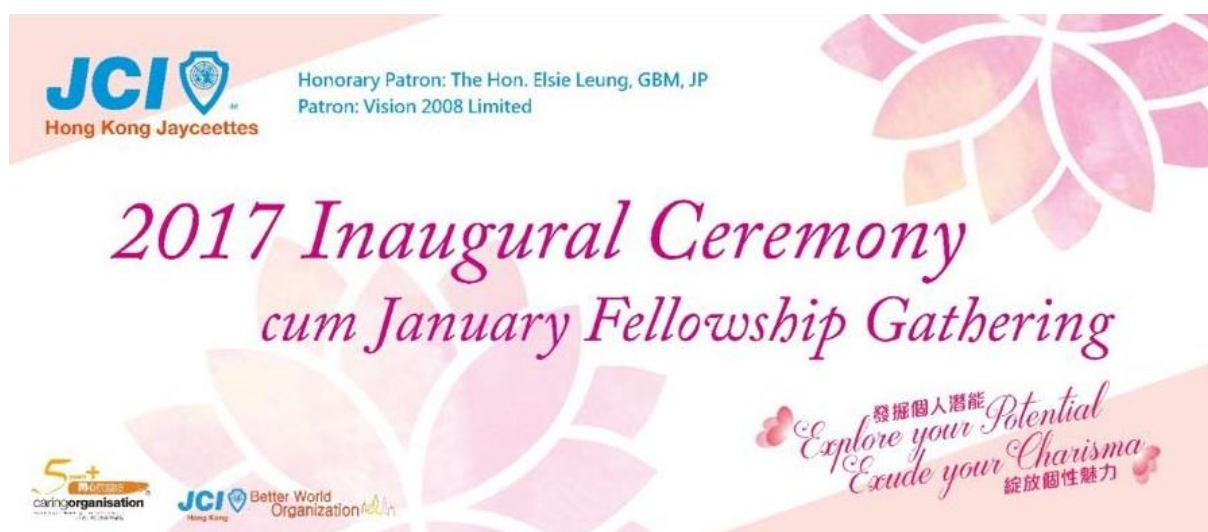
Master of Ceremony : XXX

Appendix – Guideline on project circular

(This only serves for general reference. Please refer to the most updated additional information on top of the guideline sent by the Board)

1. The circular should contain the following information:

JCI Hong Kong Jayceettes Official Logo, Board Theme Logo, Caring Organization Logo (5 years+), Details of Honorary Patron and Chapter Patron and Better World Organization Logo as of the following format -



Note 1: If in case the Chinese chapter name has to be used, the format should be

Junior Chamber International Hong Kong Jayceettes
香港女青年商會

Note 2: The height-width ratio of the JCI or JCI Hong Kong Jayceettes logo should be kept.
e.g.:



2. Event name: which includes a title and the MFG, e.g.

2016 Inaugural Ceremony cum January Fellowship Gathering

3. Content should be English and may supplement by Chinese whenever appropriate.

4. Event date, time, place, directions to venue/map and dress code (if appropriate).
5. Fee (early bird / regular) (Jayceettes vs Non-Jayceettes)
6. Acknowledgement of the 2017 honorary patron and 2017 chapter patron in other written material

Honorary Patron: The Hon. Elsie Leung, GBM, JP
Chapter Patron: Vision 2008 Limited
7. Enrolment method: please specify the email address for registration and leave a contact number for enquiries.
8. Payment method: it is preferred to have payment settled prior to the event. Please see the below sample:

Payment Procedure:

- (1) Please arrange to deposit fee into "Junior Chamber International Hong Kong Jayceettes" HSBC A/C no.: 111-025672-024
- (2) Send pay-in slip by email to <email address> to confirm payment together with the applicant's name and mobile phone number

If the participant prefers to pay at the door, they should pay the fee in cash or cheque. Cheques should be made payable to "Junior Chamber International Hong Kong Jayceettes".

9. 2017 theme logo



10. Speaker information and topic, content highlight, etc.
11. For promotion materials sent by email, please refer to the most updated guideline sent by the Board.

Appendix - Guideline on handling chapter materials

Item	Borrow Procedure	Return Procedure	Remarks
Chapter blue flag	Obtain from Hon Secretary	Return to JC office	Please keep and fold properly. Update Whatsapp group if you have kept the chapter blue flag when HS does not have custody. Contact: HS
Project banner	Obtain from JC office	Return to JC office	Please do not fold, roll up and store in container. Update Whatsapp group if you have the project banner in custody.
Corsages for President, Project Chairman and guests	Obtain from JC office	Return to JC office	Please keep properly and update Whatsapp group if you have the corsages in custody.
Stationery box	Obtain from JC office	Return to JC Office	Please check and sign on the recording form on the stationery box. Update Whatsapp group and inform them of the stationery took from the box.

Junior Chamber International Hong Kong Jayceettes Project Evaluation Summary

* This form is to be completed by Project Chairman and submitted to Supervising Officer at evaluation meeting *

Project name:			
Project launch date :			
1 st OC meeting date :		Date sending out promotion material	
Evaluation meeting date :			
Total no. of OC meeting held :		Total no. of Organizing Committee Members	
Name of all OCs & title (pls indicate # if she is PM) & indicate the attendance (e.g 4/5 = 4 out of 5 OC meetings)	Chairman –	Program -	
	Secretary -	Logistic -	
	Treasurer -	Sponsorship -	
	Promotion -	Souvenir program -	
Supervising Officer		Area Advisor	
Budget (no. of pax)		Actual (no of pax)	
Surplus or deficit amount			

Brief description of this project
:

Brief description of the nature / process of this project :

Comment of this project:

Difficulties in this project:

Recommendation to this project:

Others :

Signature of Chairman :

Date:

Junior Chamber International Hong Kong Jayceettes Project Evaluation - Individual

* Completed by each organizing committee member and submitted to Supervising Officer at evaluation meeting *

Name: _____ Position: _____
 Project Name: _____ Launch Date: _____

Chairman to distribute to all organizing committee members in the first meeting and each member has to complete it and return to supervising officer in the evaluation meeting. Please evaluate all position except your own post by giving a score ranging from 1-10. (1 is the lowest and 10 is the highest)

Position		Whole Committee	Chairman	Secretary	Treasurer	Promotion	Program	Logistic	Sponsorship	Souvenir program
Whole Committee	Performance									
Chairman	Leadership									
	Decision making									
	Delegation									
	Motivation									
	Communication with OC									
	Initiative									
	Attitude									
	Punctuality									
Secretary	Remind for meeting									
	Distribute agenda & minutes before meeting									
	Clear & detailed minutes									
	Attitude									
	Initiative									
	Punctuality									
	Coop with other OCs									
Other OC	Ability									
	Enthusiasm									
	Attitude									
	Initiative									
	Punctuality									
	Coop with other OCs									

Supplementary Comment (if any)

Position Holder	Comments

Remarks:

1. The purpose of this form is to evaluate the whole project and for year end award judging.
2. Be fair to all organizing committee members, everyone is required to complete the form.

Signature : _____ Date: _____

OPERATIONS GUIDELINES

Circulation of Correspondence/Project Minutes and Agenda

They should be circulated to the President, Supervising Officer, respective VPs/ Directors, Project Chairman, Project Secretary and Project Advisor(s).

Outgoing correspondences should be authorized and signed by the President.

Minutes of Board of Directors Meeting

The Minutes will not be circulated to the general membership. However, if any member wishes to receive a copy, she can contact the Hon Secretary for obtaining the said document.

Circulars

Circulars of our own Chapter's activities are to be sent to all Jayceettes and / or officers of other LOMs and NOM. In some circumstances where circulars need to be sent to members of other chapters, advice from the President and Advisor(s) must be sought.

Distribution of Manpower

When a project is in the planning stage and manpower is required, the appropriate information must be given to Vice President (Membership Affairs) who will be responsible for providing names of persons who are free to involve in projects in accordance with the manpower allocation list. The final decision of contacting the member concerned will rest with the VP (MA), Supervising Officer and the Project Chairman.

In the event that the Chairman has successfully located members to assist the project, she should submit the names to VP(MA) who will update the persons' names in the record. This will serve as a control of the overall participation of members in the year. Therefore, members' involvement will be constantly updated and excessive phone calls will not be directed to someone who is already engaged in a certain project.

Prospective Members (PM)

The Membership Affairs Area will work for the effective and efficient administration of organizing Prospective Members' projects and activities.

In case there is a shortage of manpower, PM may be assigned to full members' projects by taking up less responsible jobs. However, the MA Area must be consulted first.

PARLIAMENTARY PROCEDURES



Parliamentary procedure is advocated for, and practiced by, Junior Chamber groups throughout the world. There are many reasons for this. Apart from the obvious advantages in leadership training and disciplined thinking which comes from concise debate and clearly led discussion, the introduction of parliamentary procedures gives an objective lesson in working democracy.

Parliamentary procedures ensure:

- * Orderly meetings;
- * Opportunities for all to be heard;
- * Decisions by the majority;
- * Protection for the minority.

There are many sets of rules guides to effective action in meetings. Each is designed to permit free discussion and free decisions. The following will provide you with a good understanding of how proper meeting procedures can help the chapter in conducting its business sessions.

Conducting the Meeting

At the hour named in the notice of the meeting, the Chairman should call the meeting to order. She should determine that enough members (a quorum) are present to do business. Usually a quorum is a simple majority (more than half) of the committee.

Speaking Rights

Speaking is accomplished by obtaining the floor. One should rise and address the Chairman. If more than one person properly requests the floor, certain rules apply:

1. The maker of the motion is the first even though the last to rise, so he can explain the motion.
2. No one gets a second chance until everyone has had one chance to speak.
3. The chairman should try to alternate speakers among all sides of an issue.
 - * Speaking is not usually in order until the chairman indicates who is entitled to speak. Once recognized, the speaker should first give her name.
 - * Speaking follows the making of a motion.
 - * Speaking is limited in order to give everyone an opportunity. Robert's Rules of Order gives each person only two 10-minutes opportunities to speak.
 - * Speaking can be stopped altogether by a motion. But this motion requires a 2/3 majority of those voting, so that a bare majority cannot prevent discussion and minority can be heard.

The Motion

The motion is the means whereby the group takes action. It is a statement of what is to be done and how it is to be done. It should be carefully worded to prevent misunderstandings. The wording should clearly channel discussion to the important aspects of the proposal. The motion is made by stating,

"I move that the (name of group)... (add what is to be done, by whom, when, how financed, etc.)".

Normally, it should be seconded. This means the seconding party believes the motion should be discussed. On occasions, the purpose of a seconder is to ensure that the matter is of at least sufficient interest to be presented to the group, and thus the seconder prevents one person from wasting the group's time.

It is done by merely stating, *"I second the motion"*.

TYPES OF MOTIONS:

The use of parliamentary forms over a period of time has resulted in the establishment of certain terminology which itself has specific parliamentary meanings. The terms often vary as to the group using them.

Lay on the Table: A motion to delay, to an indefinite time, consideration of a main motion by taking it figuratively from the floor, where action can be taken, and laying it on the table, where action cannot be taken. This helps to allow more time to consider the problem, yet does not set a definite time for reconsideration.

Take from the Table: A majority of voters who tabled the motion can later figuratively take the motion from the table and put it on the floor for discussion. When this is done, the motion comes back to the floor in the same condition as it went on the table (with the same wording).

Main Motion: A motion to accomplish a part of the business of a group. The main motion is to get the work done, while all other motions are, in a way, procedural.

- * Examples: Adopt a project, approve a report, create a committee, etc.

Subsidiary Motions: A motion generally designed to facilitate action on a main motion - a motion subsidiary to the main motion.

- * Examples: To debate, amend, refer to a committee, lay on the table, etc.

Incidental Motions: These motions are incidental to the consideration of business and accomplish certain parliamentary purposes.

- * Examples: Questions of order and appeal, suspension of the rules, objection to consideration of a question, etc.

Privileged Motions: A motion is privileged when it requires an immediate decision in regard to the subject matter to which it relates, rather than to the subject matter of another motion, which may have been on the floor.

- * Examples: To fix the time, to adjourn, or to take a recess.

Amendments: Amendments are not always necessary, but if someone wishes to change a motion, he may move the adoption of an amendment. This can be done at any time during the discussion. The amendment can be further amended, and more amendments can be offered, but at any one time only the main motion, the amendment, or the amendment to the amendment, can be on the floor.

VOTING

After discussion has been completed, the vote should be taken. First a vote is taken on the amendment to the amendment (if any); then the vote is taken on the amendment (as either amended or as originally presented, depending on the previous vote); and finally on the main motion (as either amended or as presented, depending on the previous votes.)

FORMAL MEETING MOTIONS CHART



Type of Motion		Requires Second	May be Amended	May be Debated	Requires Vote	May be Reconsidered	May Interrupt Speaker
PRIVILEGED MOTIONS							
1	Fix time of Next Meeting	Yes	Yes	1	2	7	No
2	Adjourn	Yes	No	No	2	7	No
3	Recess	Yes	Yes	1	2	7	No
4	Question of Privilege	No	No	No	3	Yes	Yes
5	Orders of the Day	No	No	No	3	No	Yes
SUBSIDIARY MOTIONS							
6	Lay on the Table	Yes	No	No	2	No	No
7	Previous question	Yes	No	No	4	Yes	No
8	Limit Debate	Yes	Yes	No	4	Yes	No
9	Postpone to a certain time	Yes	Yes	Yes	2	Yes	No
10	Refer to Committee	Yes	Yes	Yes	2	Yes	No
11	Committee of the whole	Yes	Yes	Yes	2	7	Yes
12	Amend	Yes	Yes	5	2	Yes	No
13	Postpone indefinitely	Yes	No	Yes	2	Yes	No
MAIN MOTION							
14	Main Motion for General Business	Yes	Yes	Yes	2	Yes	No
15	Take from the Table	Yes	No	No	2	7	No
16	Reconsider	Yes	No	5	2	No	Yes
17	Rescind	Yes	Yes	Yes	6	Yes	No
18	Make Special Order of Business	No	No	No	4	-	Yes
INCIDENTAL MAIN MOTIONS							
19	Suspend Rules	Yes	No	No	4	No	No
20	Withdraw a Motion	No	No	No	2	No	No
21	Object to a Consideration	No	No	No	4	Yes	Yes
22	Point of Order	No	No	No	3	No	Yes
23	Appeal from Decision of Chair	Yes	Yes	Yes	2	Yes	Yes
24	Division	No	No	No	-	-	Yes
25	Roll call	Yes	No	No	2	-	Yes

Legend:

- 1) Original motion not debatable, amendment debatable.
- 2) At least over half of total voting (majority).
- 3) Requires only chairs' decision; majority vote required if appealed from chair.
- 4) Two-third of total voting.
- 5) Debatable only when motion to which it is applied was debatable.
- 6) Majority of entire group or 2/3 without notices; if notice, majority of those present.
- 7) No, but if defeated, subject can be presented again after reasonable passage of time.

JC ABBREVIATIONS

JCI Hong Kong Jayceettes LOM	Junior Chamber International Hong Kong Jayceettes Local Organization Member	JCI	Junior Chamber International
ASPAC	Asia & the Pacific Conference	JCIHK	Junior Chamber International Hong Kong
WP	World President / JCI President	JCIHK AC	Junior Chamber International Hong Kong Alumni Club
P	President	NOM	National Organization Member
IPP	Immediate Past President	APDC	Asia Pacific Development Council
PA	Presidential Advisor	NP	National President
PP	Past President	NIPP	National Immediate Past President
EVP	Executive Vice President	NGLC	National General Legal Counsel
VP	Vice President	NEVP	National Executive Vice President
HT	Honorary Treasurer	NVP	National Vice President
HS	Honorary Secretary	NSG	National Secretary General
CD	Community Development	NHT	National Honorary Treasurer
LD	Leadership Development	NAEO	National Assigned Executive Officer
IA	International Affairs	NBN	National Business Network
PR	Public Relations	NTDC	National Training & Development Commission
MA	Membership Affairs	NCCC	National Corporate Communications Commission
YA	Youth Affairs	NIAC	National International Affairs Commission
BA	Business Affairs	NCDC	National Community Development Commission
R&R	Records & Recognition	NCCG	National Community Concern Group
PM	Prospective Member	NIAC	National International Affairs Commission
PPM	Potential Prospective Member	NMAC	National Mainland Affairs Commission
AGM	Annual General Meeting	SMC	Senior Member Club
EGM	Extraordinary General Meeting	SM	Senior Member
TOYP	Ten Outstanding Young Persons	MFG	Monthly Fellowship Gathering
GOH	Guest of Honor	SDG	Sustainable Development Goals
UNMDG	United Nations' Millennium Development Goals	PMO	Prospective Member Orientation
		OC	Organizing Committee
		S/C	Sub-Committee
		AA	Area Advisor
		LRPC	Long Range Planning Committee

REFERENCES FOR LOGISTICS

Company Name	Contact	Remarks
Direct Printing Co., Ltd.	Rm 611, 6/F, Blk B, Seaview Estate, 4-6 Watson Road, HK. Email: sales@paperhouse.com.hk Tel: 2565 7887, 2565 7997 Fax: 2565 8303	- Printing
Phoenix Design & Printing Co. (Printer of 2007 stationery, 2007 & 2008 annual report, 2008 CD project program books)	Flat A 4/F Winning House 72-76 Wing Lok Street, Sheung Wan, HK Contact : Mr. Ching Email: info@phoenixpro.com.hk ching@phoenixpro.com.hk Tel: 2581 1966 Fax: 2581 1919	- Printing - Backdrop
Artist Printing & Design Co. Ltd (Printer of 2008 stationery and Snapshots, 2009 stationery).	Room 1507-08, Decca Industrial Bldg., 12 Kut Shing Street Chaiwan. Hong Kong Contact : Ms Dicky Pang Tel : 2898 2366 Email : dicky@artistlimited.com	- Printing
Leaders Fast Printing Co. Ltd.	Tel: 25418627 G/F, 107 Wellington St; Central, HK.	
Hong Kong Global Printing Ltd. (Printer of 2006 Snapshots)	Unit 25, 3/F, Shing Yip Ind. Bldg 19-21 Shing Yip Street Kwun Tong, Kowloon Contact : Mr Joel Lam (9137 7189) Tel : 2345 6540	-Printing and -Design
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