

## **VOLUNTEER APPLICATION REVIEW PROCESS**

Member submitted his/her application to volunteer in serving the interested committee(s). During the online application – via MS form, each applicant is required to confirm that:

- He/she has read the [roles, responsibilities, experience required and time commitment](#) of the Committees, Sub-Committees, Special Interest Group and Task Force.
- He/she has read, understood and agreed to the Society's [Volunteering Protocol](#).
- He/she has read, understood and agreed to the Society's [Code and Standards](#), [Confidentiality Agreement](#) and [Privacy Policy](#).

Society Office (the “Office”) would check the membership status and pass the eligible application to respective Committee Chair for review and approval.

The review procedure would be as follow:

1. Committee Chair to advise whether the application is accepted or rejected. The Office then notify the Member of the application result via email.
2. If the Member lodges an appeal against the application result, the case will be passed to the Board (EDs). The Board will review and draft a reply to the Member.
3. If the Member insists a further review upon receiving the Board’s reply, he/she will be advised that the case will be escalated to the Non-Executive Directors (NEDs) for a final round of review. Thus, the decision by the NEDs is final.

