

**Specification of Competency Standards**  
**for the Property Management Industry**  
**Unit of Competency**

Functional Area - Property Management Services for Owners, Tenants & the Community

Title	Arrange meetings for owners, tenants and customers
Code	110484L4
Range	Arrangement of owners/tenants and customers meeting, applicable to the arrangement and handling of all procedures of meetings for owners, tenants and customers
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand meeting procedures and regulations</p> <ul style="list-style-type: none"> <li>• Thoroughly understand legal requirements and rules for holding meetings, such as the notice period and mode of meetings, the quorum of meetings, the procedures and rules of proceedings, the minutes and confirmation methods, postings, etc.</li> </ul> <p>2. Arrange meeting proceedings</p> <ul style="list-style-type: none"> <li>• Be able to draft the notice and agenda of the meeting as required by law and distribute the notice according to the notification period and the prescribed methods</li> <li>• Be able to collect, confirm, publish and process proxy in accordance with legal procedures</li> <li>• Be able to prepare sufficient meeting materials before the meeting thus allow participants to understand clearly the details of the matters that need to be discussed and decided</li> <li>• Be able to coordinate and liaise with persons being invited to the meeting, such as representatives of the Home Affairs Office, legal advisers, engineering consultants, etc.</li> <li>• Be able to perform the checking information and registration of participant in accordance with the procedures to ensure that the meeting has a sufficient quorum to proceed</li> <li>• Be able to attend meetings to answer questions from owners/customers, arrange voting and counting according to the meeting agenda, record the content of discussion in the meeting, etc.</li> </ul> <p>3. Write minutes of meeting</p> <ul style="list-style-type: none"> <li>• Be able to write minutes of meetings clearly and accurately according to the time frame set by the ordinance, and post them in the designated place after confirmation</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to understand thoroughly the legal requirements and rules governing the holding of meetings;</li> <li>• Be able to accurately arrange the notice, agenda and related procedures of the meeting in accordance with the regulations to ensure the validity of the meeting and the resolution; and</li> <li>• Be able to record the matters discussed and resolutions of the meeting clearly, ensure that the minutes can be effectively circulated in accordance with the regulations, and be posted in the designated place after confirmation according to the time frame.</li> </ul>
Remark	