

23 May 2019

Dr. Mary Ann Harris
3 Lorong Lembah Permai 4
11200 Tanjung Bungah
Penang

Dear Dr. Mary Ann

Appointment as Executive Director of Penang Centre of Medical Tourism (PMED)

We are pleased to appoint you as the Executive Director of Penang Centre of Medical Tourism (PMED) on the following terms and conditions:

- 1) **Post** : Executive Director
- 2) **Honorarium** : RM1,500.00 (Ringgit Malaysia: One Thousand and Five Hundred Only) per month
- 3) **Terms of Service**

Your responsibilities include but not limited to:

- Arrange monthly meetings.
- Update Penang Global Tourism (PGT) Board on activities.
- Coordinate visits by members for exhibitions and roadshows.
- Liaise with Penang Global Tourism (PGT), Penang Convention & Exhibition Bureau (PCEB), InvestPenang and other State agencies to promote medical tourism.
- Liaise with government and related organisations overseas to promote medical tourism.
- Recruit new members and associate members.
- Prepare annual budget and submit expenses for reimbursement to PGT.
- Ensure timely updating of website, social media platform and printed collateral.
- Invite relevant parties to make presentations at monthly meetings.
- Assist to obtain statistics update from members for submission to PGT.

4) Travelling Allowance

You are entitled to claim for travelling allowance for overseas business trips.

5) Working Hours

Your working hours will be based on the discretion of workload and requirements.

