CIRCULAR Nº9, SERIES OF 2004

To: Chief Commissioners
International Commissioners
Chief Scout Executives

23 February 2004

21st Asia-Pacific Regional Scout Conference - 2004

NOMINATIONS FOR APR SUB-COMMITTEES (2004-2007)

Dear Colleagues,

The Asia-Pacific Regional Scout Committee to be elected at the 21st APR Scout Conference in Brunei Darussalam will appoint members to the APR Sub-Committees and Task Forces for the triennium 2004-2007. Each member Scout organization is, therefore, invited to recommend a maximum of five leaders for membership to APR Sub-Committees & Task forces with the attached forms. Please use a separate form for each nomination. Appointments will be made by the APR Scout Committee and announced during the conference.

For your guidance, attached is the APR Sub-Committees Recruitment & Appraisal Criteria. Please recommend the most qualified leaders in the areas of Youth Programme, Adult Resources, Management, Financial Resources, Public Relations, Marketing and Information Communication Technology. The present terms of reference of Sub-Committees will be made available on request or from the APR website, however, these are subject to review after the reorganization of the Sub-Committees.

Kindly note that the nomination form and information sheet must reach the Asia-Pacific Regional office latest by 05 June 2004.

Thank you for your kind attention and worthy nominations.

Sincerely yours,

Abdullah Rasheed
Regional Director

AR/sps/lmc
Nomination for Membership to the APR Sub Committees (2004-2007)

NOMINATION FORM
(To be submitted with the attached Information Sheet)

NSO: ____________________________________________________________

We hereby nominate Mr./Ms.:

Family Name: ____________________________________________________
Given Name: _____________________________________________________
Middle Name: ____________________________________________________

For the appointment preferably in the following Committee:
(Please check appropriate box)

☐ Programme Sub-Committee
☐ Adult Resources Sub Committee
☐ Management Sub-Committee
☐ Financial Resources Sub-Committee
☐ Strategy Sub-Committee
☐ Marketing Sub-Committee
☐ Public Relations Sub-Committee
☐ Information Communication Technology
☐ Sub-Committee

☐ Our Scout Association will not make any nomination this time.

We on behalf of (NSO) ____________________________________________

 assure that if our nominated leader is appointed to the sub committee, the
association will continue to facilitate and support him/her to carry out the
assignments and fullfil his/her responsibilities in respective sub committee.

Recommended by: _____________________________________________
(Printed name & signature
Chief Commissioner/Int’l. Commissioner/Top Professional)

Date: __________________________

N.B. - Please attach the enclosed personal profile of the nominated person with his/her consent- Use
separate form for each nomination.
INFORMATION SHEET FOR NOMINEE
TO ASIA-PACIFIC REGIONAL SUB-COMMITTEE
(To be submitted with the Nomination Form)

(N.B: Please use separate sheet if necessary)

1. Full Name: Family Name: __________________________
   Given Name: __________________________
   Middle Name: __________________________

2. Date of Birth: __________________________

3. Complete Postal Address:
   __________________________
   __________________________
   __________________________

   Phone (private): __________________________
   Fax (Private): __________________________
   E-mail (personal): __________________________
   (In the above column, please do not give NSO info so that, if appointed, member can be
directly contacted and be a part of network of committee members)

4. Present position in Scouting: __________________________

5. Occupation: __________________________

6. Degrees, diplomas, etc. earned and mention the names of schools and/or universities:
   __________________________

7. Languages spoken: __________________________

8. Brief Summary of career, professional or armed services, with relevant dates:
   __________________________

9. Summary of Scout service, principal ranks held and dates:
   __________________________

10. Major international Scout events attended: __________________________

11. Scout decorations held:

12. Official decorations:
   National: __________________________
   Foreign (if any) __________________________

13. Publications (if any):

14. If married, name of husband/maiden name of wife; number of children:
   __________________________

15. Other national/international societies affiliated to; indicate office held and dates:
   __________________________
Responsibilities of the Members, Chair and Vice-Chair persons

All members have basic collective responsibilities as per the respective sub committee’s terms of reference. However, they are also entrusted with individual responsibilities as a member of the sub committee.

- **Basic Expectations from each members**
  - Keep regular communication and respond to communications amongst the members and from the APR office on matters related to his/her assignments and membership in the committee
  - Participate in major regional and world events
  - Active participation in committee meetings
  - Travel cost to be borne by themselves, their NSO, or be arranged at their level.
  - Demonstrate high standards of conduct

- **Responsibilities of Chairperson/Vice-Chairperson**
  - Chairs all the committee meetings
  - Lead the committee in achieving the goals
  - Coordinates with the regional office in conducting its meeting and carrying out the activities towards achieving the goals
  - Evaluates the performance of committee members
  - Submits periodic progress report to the APR Scout Committee

"Supports the Chairperson in his responsibilities and act on specific responsibilities assigned to him/her."

Review of achievements of sub committee and contribution of members

- The Regional Scout Committee based on the reports of the Chairman, assess the performance of the committees (sample performance report form attached) and members. This will be done every 15 months period
- Together with the committee performance form, the respective chairman also submits individual contribution form which will be the basis for the APR Scout Committee for assessment and for their recognition of service of the individual during the triennium
- Based on the assessment results, the APR Scout Committee, through a 3-5 member task group, will make the decision for membership continuation of individuals in respective committees for the remaining period of their term.
- Regional office will send the performance report and individual contribution forms to the concerned individual and to the respective NSO, together with the decision of the regional committee.
- In case of termination of a member in a given committee, the respective NSO will be asked to nominate an alternative to serve for the remaining 15 months of the triennium.

I fully understand the responsibility of the members of the committees and the performance evaluation process stated above. I will be pleased to provide my voluntary services to the organization.

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Date
APR Sub Committees Recruitment and Appraisal Criteria

1. Selection of members

A nomination form is submitted by national Scout organizations recommending names of leaders from their association for their appointment as members in APR Sub Committees. Based on the information in this document and keeping a geographical balance in representation, the APR Scout Committee appoints the Chair, Vice Chair and members of each sub committee.

2. Recruitment Process

2.1 APRO invites NSOs, about six months before the Regional Scout Conference, to send nominations to the Regional office using the prescribed forms

2.2 A selection committee comprising of 3-5 members, appointed by the new APR Scout Committee (after election in the conference), and the Regional Director review the recommendations received from NSOs. Based on the individual’s capabilities and competencies, the selection Committee selects the members for each sub committee and recommends their names for appointment to the APR Scout Committee.

2.3 The Regional Scout Committee based on the recommendations of the selection committee, appoints the Chair, the Vice Chair and members of the various sub committees.

2.4 NSO continues to support, encourage and facilitate their nominees who are appointed as members in carrying the assignments and fulfill his/her responsibilities in the committee.

3. Individual profile for membership to the sub committees

3.1 Has the facility to communicate with other members of the sub committees and with APRO.

3.2 Knowledge of APR Vision and Plan

3.3 Competence to produce results in specific assignments

3.4 Adjustability to multi-cultural attitudes

3.5 Working knowledge in English

3.6 Able to travel abroad

3.7 Commitment to Scouting Movement and its Fundamental Principles

4. Composition of the Sub Committees

4.1 Each Sub-Committee is comprised of seven to ten members including its Chairman and Vice Chair.

4.2 Committee membership is by individuals who are appointed in their own right based on their skills, knowledge and capability.

4.3 Four members shall form the quorum for a meeting.

4.4 The Chairmen, Vice Chairmen and members of the Sub-Committees will be appointed for a 3-year term from one Regional Conference to the next. They may be re-nominated for one additional term. However, no person can serve more than two successive terms on the same sub-committee

4.5 A person can be appointed only for one sub-committee. However an appointed person can be an ex-officio member of another committee.
5. **Responsibilities of the members, chair and vice-chair Persons**

All members have basic collective responsibilities as per the respective sub committee’s terms of reference. However, they are also entrusted with individual responsibilities as members of the committee. Expectations from members are as follows:

5.1 **Basic Expectations from each member**
5.1.1 Keep regular communications and respond to communications amongst the members and from the APR office on matters related to his/her assignments and membership in the committee
5.1.2 Participate in major regional and world events
5.1.3 Active participation in committee meetings
5.1.4 Travel cost to be borne by themselves, their NSO, or be arranged at their level.
5.1.5 Demonstrate high standards of conduct

5.2 **Responsibilities of Chairperson/*Vice-Chairperson**
5.2.1 Chairs all the committee meetings
5.2.2 Leads the committee in achieving the goals
5.2.3 Coordinates with the regional office in conducting its meeting and carrying out the activities towards achieving the goals
5.2.4 Evaluates the performance of committee members
5.2.5 Submits periodic progress report to the APR Scout Committee

* Supports the Chairperson in his responsibilities and act on specific responsibilities assigned to him/her.

6. **Review of achievements of sub committees and contribution of members**

6.1 The Regional Scout Committee, based on the reports of the Chairman, will assess the performance of the sub committees (sample performance report form attached) and members. This will be done every 15 months period
6.2 Together with the sub committee performance form, the respective chairman also submits individual contribution form. This will be the basis for the APR Scout Committee for assessment and for the recognition of services of the individuals during that triennium
6.3 Based on the assessment results, the APR Scout Committee, through a 3-5 member task group, will make the decision for membership continuation of individuals in respective sub committees for the remaining period of their term.
6.4 Regional office will send the performance report and individual contribution forms to the concerned individual and to the respective NSO, together with the decision of the regional committee.
6.5 In case of termination of a member of any sub committee, the respective NSO will be asked to nominate an alternative to serve for the remaining 15 months of the triennium.
Performance Report of APR Sub Committees

Sub Committee: ...........................................................................................................................................

Reporting Period: From .................................... To .................................................................

1. Tasks

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2. Meetings held in the year

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3. Special Achievements

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4. Achievement summary on the APR Plan Vision 2013 Priority Area

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<th>Objectives</th>
<th>Number of Action Steps</th>
<th>Actions Completed</th>
<th>Outcome</th>
<th>Remarks</th>
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5. Future plan of actions

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Date: .................................................... Chairman, APR ........................................Sub Committee

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(Signature and name in print)

Note: (For any additional information please attach separate sheet or you may use the same format in preparing your report)
Performance Report of Sub Committee Members

Sub Committee:

1. Name of the member:

2. NSO:

3. Meetings/major APR events attended in the year

4. Specific individual task assigned and achievements

5. Specific mention of other achievements, responding to communications etc.

Date: ……………………..  (Members Signature and name in print)

6. Chairman’s Comments

Date: ……………………..  (Chairman Signature and name in print)

Note: (For any additional information please attach separate sheet or you may use the same format in preparing your report)