



World Organization of the Scout Movement
Organisation Mondiale du Mouvement Scout

World Scout **Bureau** Mondial du Scoutisme

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Dear Colleagues:

Performance Review of APR Sub-Committees.

The Asia-Pacific Regional Scout Committee just after the 20th APR Scout Conference in India has been giving special attention to ensure that all Sub-Committees function effectively during their three years term. As its first action the Terms of Reference of Sub-Committees were realigned to the APR Plan- Vision 2013.

Further, the Regional Scout Committee, at its meeting on 03-04 January 2003 in Thailand has:

1. Revised APR Sub-Committee members recruitment criteria and nomination forms
2. Established a performance appraisal system for the Sub-Committees and its members
3. Developed format for appraisal reports

The committee made a decision that the recruitment criteria be implemented for any further recruitment and the Sub-committee appraisal be done every 18 months (twice during the term of sub-committees).

We are attaching the recruitment and appraisal criteria with forms for your information and reference.

With regards.

Yours Sincerely,

Abdullah Rasheed
Regional Director

AR/sps/lrl

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

2. Meetings held in the year

3. Special Achievements

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

Objectives	Number of Action Steps	Actions Completed	Outcome	Remarks
1				
2				
3				

5. Future plan of actions

Date: Chairman, APRSub Committee
(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)

**Nomination for Membership to the APR Sub Committees
(2004-2007)**

NOMINATION FORM

(To be submitted with the attached Information Sheet)

NSO: _____

We hereby
nominate:

Family Name: _____
Given Name: _____
Middle Name: _____



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

- APR Programme Committee
- APR Adult Resources Committee
- Management Committee
- Financial Resources Committee
- Strategy Committee
- Marketing Committee
- Public Relations Committee
- Information Communications Technology 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 a sub committee, the
association will continue to facilitate and support him/her to carry out the
assignments and fulfil his/her responsibilities in respective sub committee.

Recommended by:

Date: _____

*(Printed name & signature
Chief Commissioner/Int'l.
Commissioner/Top Professional)*

Position in Scouting

- N.B. - Please attach the enclosed personal profile of the nominated person with
consent.
- Use separate form for each nomination.

**INFORMATION SHEET FOR NOMINEE
TO ASIA-PACIFIC REGIONAL SUB COMMITTEES**
(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.

Date signed: _____

Signature of member: _____

Name in print: _____