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World Organization of the Scout Movement  
Organisation Mondiale du Mouvement Scout  
Всемирная Организация Скаутского Движения  
Organización Mundial del Movimiento Scout  
المنظمة العالمية للحركة الكشفية

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## Circular No. 15, series of 2015

To: Chief Commissioners  
International Commissioners  
Chief Scout Executives

11 May 2015

### 25<sup>th</sup> Asia-Pacific Regional Scout Conference 2015 NOMINATION FOR APR SUB-COMMITTEES 2015-2018



Dear Colleagues,

At the 8<sup>th</sup> APR Scout Leaders Summit in April 2014, after having discussed the Regional Plan and 2015-2018 focus areas, the Summit recommended five major focus areas: Young People, Adults in Scouting, Management, Finance and Scouting Profile. The Regional Scout Committee, in its meeting on 25-26 April 2015 in Suncheon, Korea, has recommended these areas to be the priority areas for the period 2015-2018.

#### SUPPORT STRUCTURE

Five sub-committees will be responsible for implementing the action plan under the respective priority areas. The five sub-committees are:

Sub-Committee	Priority area to be supported
Youth Programme	Young people
Adult Support	Adults in Scouting
Management	Management
Financial Resources	Finance
Scouting Profile	Scouting Profile

#### NOMINATIONS TO SUB-COMMITTEES

We have attached a detailed Guideline on the nomination and appointment of members to these sub-committees.

The final appointment of members to all sub-committees will be made by the Regional Scout Committee in November 2015 and will be announced before the closing of the 25<sup>th</sup> APR Scout Conference. As practiced, immediately after the announcement, the newly-formed sub-committees will hold its first meeting on the last day of the conference, and therefore it is strongly recommended that the nominated members attend the APR Scout Conference in Korea.

In order to facilitate the nominations, we are attaching the following:

- Guidelines on the Nomination and Appointment of Members to Sub-Committees
- Nomination forms (3 pages) that include the responsibilities of the members of the sub-committees
- APR Strategic Priorities and Focus Areas for 2015-2018

**It is requested that NSOs shall ensure that nominations are made in line with the Guideline and only those leaders who will be able to undertake the responsibilities and can actively contribute to the sub-committees' tasks are nominated.**

May I also request that the duly completed nomination forms be sent to the APR office **latest by 31 August 2015.**

With best regards,



**J. Rizal C. Pangilinan**  
Regional Director

*Attachments:*

- A) Guidelines on the Nomination and Appointment of Members to Sub-Committees*
- B) Nomination form*
- C) APR Strategic Priorities & Focus areas for 2015-2018*
- D) Committee Organization Support Structure*

*JRCP/sps/fkma*  
*11 May 2015*



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## **ASIA-PACIFIC REGIONAL SCOUT COMMITTEE**

### **GUIDELINES ON THE NOMINATION AND APPOINTMENT OF MEMBERS TO SUB-COMMITTEES**

## 1. Preamble

The purpose of this document is to explain to all National Scout Organizations (NSO's) that are planning to nominate adult members to the various Asia Pacific Regional Scout Committee's/Sub-Committees and prospective Sub-Committee members the guidelines that are applicable for nomination as well as the roles and responsibilities of the Sub-Committee members. These documents outline information that will assist NSO's to nominate candidates who possess the competency or specific abilities to undertake the work in the respective Sub-Committee(s) and to assist the nominee to understand the expectations, processes and responsibilities if the nominee is selected to join a Sub-Committee. It should be noted that not all nominations by the NSO may be selected.

When nominating candidates, NSOs must ensure that the nominee holds or has prior experience and professional competence in the same subject area as the Sub-Committee he/she is nominated for, at National or sub national level.

All nominees must have or be able to provide sufficient understanding and knowledge of Regional, global, cultural, religious and political issues.

In October 2013, the Regional Scout Committee (APRSC) approved the new criteria set out in this document and further decided that these criteria will continue to apply for three triennia. These criteria will not be altered during this period or from conference to conference. This will provide clarity and certainty. The criteria will be reviewed after three triennia.

## 2. Composition of the Sub-Committee (General Information)

- Each Sub-Committee will be composed of between 10 to 15 members including the Young Adult Member (YAMG), but excluding the Regional Scout Committee member that is appointed as the Advisor and the *ex officio* member (if any). Each Sub-Committee will therefore have a minimum of 10 members and a maximum of 15 members from different NSOs. No Sub-Committee shall have more than one member from the same NSO, with the exception of the YAMG (*i.e.* in a rare case, a Sub-Committee could have one member and one YAMG member from the same NSO).
- The total number of members in each Sub-Committee shall be decided by the Regional Scout Committee towards the end of each triennium, based on the prospective amount of work to be undertaken by the Sub-Committees, and will be advised to all NSOs in the general circular calling for nominations.
- 50% of the total members will form the quorum for a Sub-Committee meeting. The Advisor, the *ex officio* member(s) (if any) and staff from the World Scout Bureau Regional Office are not to be counted as members for the purpose of constituting a quorum.

**Note:** If the Chairman and the Vice Chairmen are absent from any meeting of a Sub-Committee, the members present will decide who should be the Chair of the Meeting.

### 3. Process for appointment

#### Call for Nominations

The Asia Pacific Regional Office will issue a circular calling for nominations for eligible and competent leaders on the prescribed form (included in this document). The nominations will be called approximately nine months before each APR Conference.

It is expected that NSO's will ensure that all nominations are received by the due date stated in the APR circular. Any nomination received after the closing date may not be considered unless the selection committee deem exceptional circumstances have led to the late nomination.

#### Scrutiny of Nominations received

Prior to the Regional Scout Conference, the Chairman of the Asia Pacific Regional Scout Committee and the Regional Director will nominate 3 Regional Scout Committee members and 2 long-serving Regional Consultants to scrutinize all nominations received (hereinafter referred to as the Sub-Committee Nominations Panel). The Sub-Committee Nominations Panel shall be persons who are deemed by the Regional Scout Committee to be objective and independent. Their duties are to:

- (a) Identify, assess and recommend for the consideration of the APRSC, the members and the suggested Chairman for each Sub-Committee at the first meeting of the new Regional Scout Committee at each Regional Conference.
- (b) Be prepared to justify objectively, all decisions if called upon by the Chairman of the Regional Scout Committee.

All nominations will be received by the Regional Scout Office and forwarded to the members of the Sub-Committee Nominations Panel at the Regional Scout Committee meeting immediately prior to the commencement of the Regional Scout Conference.

#### Selection of Members

The Regional Scout Committee shall appoint the Chairman and members of the Sub-Committees, after considering the views of the Sub-Committee Nominations Panel. The Sub-Committee members will then appoint one or two Vice Chairmen and a Rapporteur from amongst their members who have had more than one term experience in any of the Sub-Committees of the region.

No person may serve in the same Sub-Committee for more than **two consecutive** terms.

Once appointed to the Sub-Committee, all members must accept that they **do not** represent their NSO on the Sub-Committee, and that their role is to provide support services within the whole Region.

Either Volunteers or Professionals within Scouting can be nominated for membership in any Sub-Committee.



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## Nomination for Membership to APR Sub-Committees (2015-2018)

### NOMINATION FORM

(To be submitted with the Information Sheet)

NSO: \_\_\_\_\_

We  
hereby  
nominate  
Mr./Ms.:

Family Name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

(Attach a recent  
photo)

*for appointment preferably in the following Sub-Committee:*

*(Please rank your choices 1, 2 or 3 in order of preference)*

- Programme Sub-Committee
- Adult Support Sub-Committee
- Management Sub-Committee
- Financial Resources Sub-Committee
- Scouting Profile Sub-Committee

On behalf of the (NSO) \_\_\_\_\_,

We will ensure that if the above-nominated leader is appointed to a sub-committee, the association will facilitate and support him/her to carry out the assignments and to fulfil his/her responsibilities in his/her respective Sub-Committee.

Recommended by:

Date: \_\_\_\_\_

\_\_\_\_\_  
*(Printed name & signature  
Chief Commissioner/Int'l.  
Commissioner/Chief Executive)*

\_\_\_\_\_  
Position in Scouting

- 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 NOMINEES TO ASIA-PACIFIC REGIONAL SUB-COMMITTEES**  
(To be submitted with the Nomination form. Use additional sheet/s if necessary.)

1.	FULL NAME	
	Family Name	Given Name
2.	Date of Birth	
3.	Complete Postal Address	
	Phone ( <i>private</i> )	
	E-mail ( <i>personal</i> )	
<i>(In the above rows, please do not give NSO info so that, if appointed, member can be directly contacted and be a part of network of committee members)</i>		
4.	Present position in Scouting	
5.	Occupation	
6.	Highest educational qualification	
7.	Languages spoken	
8.	Brief Summary of career, professional services, with relevant dates	
9.	Summary of Scout service, principal ranks/appointments held and dates	
10.	Major international Scout events attended ( <i>Please highlight the role/responsibility taken in each of the events attended.</i> )	
11.	Scout decorations achieved	
	National	
	Foreign	
12.	Publications	
13.	If married, name of husband/maiden name of wife; number of children	
14.	Other national/international societies affiliated to; indicate office held and dates	
15.	Summarize experience previously demonstrated in relevance to the nominated Sub-Committee	

**Responsibilities of the Members, Chairman and Vice-Chairmen**

All members have 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 member**

- 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 Sub-Committee
- Participate in major regional and world events
- Active participation in Sub-Committee meetings
- Travel cost to attend the meetings as well as supporting events to be borne by the individual concerned or by their NSO, or be arranged at their level.
- Demonstrate high standards of conduct

• **Responsibilities of Chairman/Vice-Chairman\***

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

**Review of achievements of Sub-Committee and contribution of members**

- Based on the reports of the Sub-Committee Chairman, the Regional Scout Committee will assess the performance of the Sub-Committees (sample performance report form attached) and members. This will be done every 18 months period.
- Together with the Sub-Committee performance report form, the respective Sub-Committee Chairman shall also submit individual contribution forms on each Sub-Committee member, which will be the basis for the APR Scout Committee to assess and recognise the service of the individual member during the coming 18 months.
- Based on the assessment results, the APR Scout Committee will make the decision for the continuation of individual membership in their respective Sub-Committees for the remaining period of their term.
- The Regional Office will inform the respective NSO and the individual concerned of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the respective NSO will be asked to nominate an alternative to serve for the period of the coming 18 months.

I fully understand and accept the responsibilities of the members of the Sub-Committees and the performance evaluation process stated above. I will be pleased to provide my voluntary services to the region, if appointed.

Name <i>(please print)</i>	Signature
Date signed	



# *Certificate of Appointment*

The Asia-Pacific Regional Scout Committee  
is pleased to appoint

*Name*

as

*Position*

of

Sub-Committee  
for the period 2015-2018

Regional Director  
World Scout Bureau/Asia-Pacific Region

Chairman  
Asia-Pacific Regional Scout Committee

# *Oath of Office*

I, (Name)

Of National Scout Organisation

having been appointed as **Position, Sub-Committee** for the period \_\_\_\_\_, do hereby solemnly swear that I will well and faithfully discharge to the best of my ability the duties and responsibilities of my present position and all others I may hereinafter hold in the Asia-Pacific Region and, as a true Scouter,

*I promise to do my best –  
To do my duty to God and my country,  
To help other people at all times,  
To obey the Scout Law.*

I, \_\_\_\_\_, further promise on my honour to do my best as the Chairman/Vice Chairman/member of the Sub-Committee and to faithfully discharge my duties to the best of my ability.

---

*Signature  
over printed Name*

## **Required profile of the Chairman and Vice Chairman and members**

The Chairman and or Vice Chairman of all Sub-Committees shall:

- Have demonstrated competence in the same area at National or sub National level.
- Have a proven record of three years experience and demonstrated competence on a Sub-Committee within the Asia Pacific Regional Sub-Committee
- Have and be able to demonstrate Regional, global, cultural, religious and political understanding.
- Have and be able to demonstrate sufficient understanding and knowledge of Regional, global, cultural, religious and political issues.

## **Responsibilities of the Sub-Committee members, Chairman, Vice-Chairman and Adviser**

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

### **Basic Expectations from each Sub-Committee member:**

1. Keep regular communication and respond to communication among the members and from the APR office on matters related to his/her assignments and membership in the committee.
2. Participate in relevant major regional and world events.
3. Active participation in Sub-Committee meetings.
4. All travel cost are to be borne by the individual, their NSO, or be arranged at their own level.
5. Demonstrate high standards of conduct.
6. Possess and demonstrate the competency and specific abilities required to undertake the work of the Sub-Committee.

### **Responsibilities of Chairman**

1. Chairs all the Sub-Committee meetings.

2. Leads the Sub-Committee to achieve its goals.
3. Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
4. Evaluates the performance of Sub-Committee members.
5. Submits periodic progress reports to the APR Scout Committee.
6. Represents the Sub-Committee at Regional Scout Committee meetings when invited.

#### **Responsibilities of Vice Chairman**

1. Supports the Sub-Committee Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her.

#### **Responsibilities of Adviser**

1. Acts as a link between the APR Scout Committee and respective subcommittee's work.
2. Regularly communicates and provide personal support, experience and motivation to the Chairman/ Vice-Chairman and members to achieve their task.
3. Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.

### **Meetings**

The Sub-Committee is expected to meet at least once a year. It may also conduct additional meetings where necessary.

Normally meetings are conducted for one full day and if it is a working meeting it may last for two to three days. Considering the maximization of the resources it is expected to call for a meeting in conjunction with any relevant Regional or major national events so that members can attend the meeting as well as serve in the event as resource person or staff or even attend as a participant.

#### **Venue**

It is expected that the NSO that intends to host any event/meeting extends free hospitality (inland transport, accommodation and food) during the event/meeting to the committee members and arranges for the meeting facilities and side programs (tour, socials *etc.*)

## **Orientation of all Sub-Committees Chairmen and members on the functions and role of Sub-Committees**

All members of the APR Scout Committee have a responsibility to ensure that in their additional role as Adviser to a Sub-Committee all Chairman and members understand their roles and responsibilities.

The Regional Scout Committee/Asia Pacific Regional Office will organize an orientation program for the Chairmen, Vice Chairmen, immediately after the appointment of the Sub-Committee. The Chairmen of the respective Sub-Committees will undertake the orientation of the members of the Sub-Committee within six months of their own orientation.

## **Performance Report of Sub- Committee Members**

1 The Regional Scout Committee, based on the reports of the Sub-Committee Chairman, will assess the performance of the Sub-Committee (sample performance report form attached) and members. This will be done every 18 months period.

2 Together with the Sub-Committee performance form, the respective chairman also submits an 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.

3 Based on the assessment results, the APR Scout Committee, will make the decision for membership continuation of individuals in respective Sub-Committees for the remaining period of their term or termination or for their replacement.

4 The Regional office will send the results of the appraisal forms to the concerned individual and to the respective NSO, together with the decision of the regional committee.

5 In case of termination of a member of any Sub-Committee, the respective NSO will be asked to nominate an alternative/replacement (that meets the selection criteria and experience) to serve for the remaining 18 months of triennium if deemed appropriate by the APR Scout Committee.

## 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

**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 2020 Priority Area**  
*(the attached sheet may be used for this information)*

<b>Objectives</b>	<b>Number of Action Steps</b>	<b>Actions Completed</b>	<b>Outcome</b>	<b>Remarks</b>
<b>1</b>				

**5. Future plan of actions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman, APR \_\_\_\_\_ Sub 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)*

## **Mentoring of Young Adult Member Group (YAMG)**

Consistent to World Scout Conference Resolution 14/08, where Regional Committees and National Scout Organizations are encouraged to facilitate mentoring for young people appointed to positions of responsibility at regional and national levels respectively. The APR Programme Sub-Committee is directly responsible for mentoring and coaching the Young Adult Members Group, as a whole.

The Chairman of the APR Programme Sub-Committee serves as a mentor of the YAMG.

Refer Terms of Reference of the APR Programme Sub-Committee

## **Exit of Sub-Committee Members**

Sub-Committee members are appointed for a three-year period and may formally resign during this period if such circumstances arise. The APR Scout Committee may on the recommendation of the Chairman of the relevant Sub-Committee consider replacing this member with another nominee who has not previously been selected and meets the criteria, if there is a period of more than six (6) months remaining within the term.



# **Terms of Reference of the Sub-Committees**

## **APR PROGRAMME SUB-COMMITTEE**

### **General Definition**

The APR Programme Sub-Committee is one of the advisory bodies to the APR Scout Committee and is responsible to implement, monitor, and evaluate the achievements of the action plan under priority area of “Young People” in the APR Strategic Plan Vision 2020.

### **Objectives**

1. To ensure that the Objectives under the strategic priority, “Young People” of the APR Plan (2015-2018) are achieved, for and on behalf the APR Scout Committee; and
2. To support national Scout organizations in the implementing of the World Scout Youth Programme Policy and the World Scout Youth Involvement Policy, at national and sub-national level.

### **Responsibilities of the Sub-Committee**

1. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on matters relating to Youth Programme;
2. Ensures that the Objectives under the strategic priority, “Young People” of the APR Plan (2015-2018) are achieved and monitor the achievements accordingly;
3. Supports NSOs in implementing the World Scout Youth Programme Policy and the World Scout Youth Involvement Policy;
4. Promotes and maintains an effective exchange of ideas among National Scout Organizations in order to have innovative Youth Programme that benefit young people;
5. Mentors and coaches the Young Adult Members, as a group; and
6. Promotes cultural understanding and world brotherhood among member countries through activities and events, which contribute to the education of young people.

### **Responsibilities of the members, Chairman, Vice-Chairmen and Advisor**

Basically, all members have collective responsibilities as members of the APR Programme Sub-committee. However, members are also entrusted with individual responsibilities as members of the sub-committee. Expectations from members who have specific roles in the sub-committee are as follows:

### Basic Expectations from each member

1. Keeps regular communications among the members and to the APR office on matters related to the work in the sub-committee.
2. Participates in relevant major regional and world events.
3. Attends and participates in sub-committee meetings.
4. Demonstrates high standards of conduct.
5. Bear their own travel cost in attending meeting and events. This cost may be shouldered by their NSO, which shall be arranged at their level.

### Responsibilities of Chairman

1. Chairs all the sub-committee meetings.
2. Leads the sub-committee in achieving its goals.
3. Coordinates with the regional office in conducting its sub-committee meetings and in carrying out activities towards achieving its goals.
4. Evaluates the performance of committee members.
5. Submits periodic progress report to the APR Scout Committee.
6. Represents the sub-committee in Regional Scout Committee meeting, on invitation.
7. Serves as a mentor to the YAMG, who is the member of the APR Programme Sub-Committee.
8. Serves as an ex-officio member to the APR Adult Support Sub-Committee.

### Responsibilities of Vice-Chairman/men

1. Supports the Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her; and

### Responsibilities of Advisor

1. Functions as a link between the APR Scout Committee and the APR Sub-Committee's work.
2. Communicates regularly and provides personal support and motivation to Chairman, Vice-Chairmen and members to achieve their tasks.

3. Represents the sub-committee in case of absence of a sub-committee representative in regional committee meetings/events.

### **Ex-Officio Member**

The Chairman of the APR Adult Support Sub-Committee is an ex-officio member of the APR Programme sub- committee. And vice-versa, the chairman of the APR Programme Sub-Committee is an ex-officio member of the APR Adult Support Sub-Committee.

### **Terms of Office**

The Committee will work for the period of three years (conference to conference). The members of the Committee will work through WSB/ APR and will be responsible to the APR Scout Committee.

### **Meetings**

The committee is expected to meet at least once a year. However, the committee members may meet more than once, if required. Normally meetings are conducted for one full day and if it is a working meeting, it may last for two to three days. To maximize available resources, it is expected to call for a meeting in conjunction with any relevant events so that members can attend the meeting as well as serve in the event as resource person or staff or even attend as a participant.

### **Quorum**

50% of the standing members shall make the quorum of a meeting with the current standing membership, including the Young Adult member. If the Chairman and the Vice Chairman are absent, the members present will decide the Chair of the Meeting. The Advisor, the Ex-Officio member, and APR Staff are not counted.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2015-2018.*

## **APR ADULT SUPPORT SUB-COMMITTEE**

### **General Definition**

The APR Adult Support Sub-Committee is one of the advisory bodies to the APR Scout Committee and is responsible to implement, monitor, and evaluate the achievements of the action plan under priority area of “Adults” in the APR Strategic Plan Vision 2020.

### **Objective**

To support national Scout organizations in the effective management of Adults In Scouting.

### **Responsibilities of the Sub-Committee**

1. Support to implement APR Plan 2015-2018.
2. Implement the World Adults in Scouting Policy and advise NSOs on its proper adoption.
3. Assist NSOs in conducting National and Sub-National courses, workshops, seminars, etc. related to management of Adults in Scouting.
4. Evaluate the success of the World Adults in Scouting Policy implementation and report to the Asia-Pacific Regional Scout Committee.
5. Design and organize regional courses, seminars, workshops, etc. as may be required to assist NSOs in effectively managing their Adults in Scouting.

### **Responsibilities of the members, Chairman, Vice-Chairmen and Advisor**

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

#### *Basic Expectations from each member*

1. Keep regular communications and respond to communications among the members and from the APR Office on matters related to his/her assignments and membership in the committee.
2. Participate in relevant major regional and world events.
3. Active participation in Sub-Committee meetings.
4. Travel cost to be borne by the members themselves, their NSO, or be arranged at their own level.
5. Demonstrate high standards of conduct.

### Responsibilities of Chairman

1. Chairs all the Sub-Committee meetings.
2. Leads the Sub-Committee in achieving its goals.
3. Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
4. Evaluates the performance of Sub-Committee members.
5. Submits periodic progress report to the APR Scout Committee.
6. Represents the Sub-Committee in each Regional Scout Committee meeting on invitation.
7. Serve as a Mentor to Young Adult Member who is a Member of Adult Support Sub-Committee
8. Act as an ex-officio member of the APR Programme Sub-Committee.

### Responsibilities of Vice Chairman/men

1. Supports the Sub-Committee Chairman in his/her responsibilities and act on specific responsibilities assigned to him/her.

### Responsibilities of Advisor

1. To act as a link between the APR Scout Committee and respective sub-committee's work.
2. To regularly communicate and provide personal support and motivation to Chairman/ Vice-Chairman and members to achieve their task.
3. To represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.

### **Ex-Officio Member**

The Chairman of the APR Programme Sub-committee is an ex-officio member of the APR Adult Support Sub-Committee. And vice-versa, the Chairman of the Adult Support Sub-committee is an ex-officio member of the APR Programme Sub-committee.

### **Terms of Office**

The Sub-Committee will work for the period of three years (conference to conference). The members of the Sub-Committee will work through WSB/ APR and will be responsible to the APR Scout Committee.

## **Meetings**

The committee is expected to meet at least once a year, or when it deems necessary. Normally meetings are conducted for one full day and if it is a working meeting it may last for two to three days. Considering the maximization of the resources it is expected to call for a meeting in conjunction with any relevant events so that members can attend the meeting as well as serve in the event as resource person or staff or even attend as a participant.

## **Quorum**

50% of the standing members shall make the quorum of a meeting with the current standing membership, including the Young Adult member. If the Chairman and the Vice Chairman are absent, the members present will decide the Chair of the Meeting. The Advisor, the Ex-Officio member, and APR Staff are not counted.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2015-2018.*

## **APR FINANCIAL RESOURCES SUB- COMMITTEE**

### **General Definition**

The APR Financial Resources Sub-Committee is one of the advisory bodies to the APR Scout Committee and is responsible to implement, monitor, and evaluate the achievements of the action plan under priority area of Finance in the APR Strategic Plan Vision 2020.

### **Objective**

To support the region and the national Scout organizations in building financial capabilities to its fullest potential and effective acquisition and mobilization of resources at NSO and at regional level.

### **Responsibilities of the Sub-Committee**

1. Support to implement APR Plan Vision 2020 by effectively carrying out the Action steps under the priority area of Finance.
2. Serve as an advisory body to the Asia-Pacific Regional Scout Committee on all matters relating to Finance.

### **Responsibilities of the members, Chairman, Vice-Chairmen and Advisor**

Basically, all members have collective responsibilities as per the respective sub-committee's terms of reference. However, they are also entrusted with individual responsibilities as members of the sub-committee. Expectations from members are as follows:

#### *Basic Expectations from each member*

1. Keep regular communications and respond to communications among the members and from the APR office on matters related to his/her assignments and membership in the committee.
2. Participate in relevant major regional and world events.
3. Active participation in committee meetings and tasks
4. Travel cost to be borne by themselves, their NSO, or be arranged at their level.
5. Demonstrate high standards of conduct.

#### *Responsibilities of Chairman*

1. Chairs all the committee meetings.
2. Leads the committee in achieving its goals.

3. Coordinates with the regional office in conducting its meetings and carrying out the activities towards achieving its goals.
4. Evaluates the performance of committee members.
5. Submits periodic progress report to the APR Scout Committee.
6. Represents the sub-committee in each Regional Scout Committee meeting on invitation.
7. Attend and contribute to the APR Scout Foundation Management Committee in his capacity as an Ex Officio Member.
8. Serve as a Mentor to Young Adult Member who is a Member of Financial Resources Sub- Committee

#### Responsibilities of Vice Chairmen

1. Supports the Chairman in his/her responsibilities and act on specific responsibilities assigned to him/her.

#### Responsibilities of Advisor

1. To act as a link between the APR Scout Committee and respective sub-committee's work.
2. To regularly communicate and provide personal support and motivation to the Chairman/ Vice-Chairmen and members to achieve their tasks.
3. To represent the sub-committee in case of absence of a sub-committee representative in Regional Scout Committee meetings/events.

#### **Terms of Office**

The Committee will work for the period of three years (conference to conference). The members of the Committee will work through WSB/APR and will be responsible to the APR Scout Committee.

#### **Meetings**

The committee is expected to meet at least once a year. However, the committee members may meet more than once if required. Normally meetings are conducted for one full day and if it is a working meeting it may last for two to three days. Considering the maximization of the resources it is expected to call for a meeting in conjunction with any relevant events so that members can attend the meeting as well as serve in the event as resource person or staff or even attend as a participant.



## **Quorum**

50% of the standing members shall make the quorum of a meeting with the current standing membership, including the Young Adult member. If the Chairman and the Vice Chairman are absent, the members present will decide the Chair of the Meeting. The Advisor, the Ex-Officio member, and APR Staff are not counted.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2015-2018.*

## **APR MANAGEMENT SUB-COMMITTEE**

### **General Definition**

The APR Management Sub-Committee is one of the advisory bodies to the APR Scout Committee and is responsible to implement, monitor, and evaluate the achievements of the action plan under priority area of “Management” in the APR Strategic Plan Vision 2020.

### **Objective**

To support the national Scout organizations in strengthening Organizational Development and Management Capabilities towards sustaining the growth of the Scout Movement.

### **Responsibilities of the Sub-Committee**

1. Support to implement APR Plan Vision 2020 by effectively carrying out the Action steps under the priority area of Management.
2. Serve as an advisory body to the Asia- Pacific Regional Scout Committee on all matters relating to Priority area: Management.

### **Responsibilities of the members, Chairman, Vice-Chairmen and Advisor**

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

#### *Basic Expectations from each member*

1. Keep regular communications and respond to communications among the members and from the APR office on matters related to his/her assignments and membership in the committee.
2. Participate in relevant major regional and world events.
3. Active participation in committee meetings and tasks
4. Travel cost to be borne by themselves, their NSO, or be arranged at their level.
5. Demonstrate high standards of conduct.

### Responsibilities of Chairman

1. Chairs all the committee meetings.
2. Leads the committee in achieving the goals.
3. Coordinates with the regional office in conducting its meeting and carrying out the activities towards achieving the goals.
4. Evaluates the performance of committee members.
5. Submits periodic progress report to the APR Scout Committee.
6. Represents the sub-committee in each Regional Scout Committee meeting on invitation.
7. Serve as a Mentor to Young Adult Member who is a Member of Management Sub- Committee

### Responsibilities of Vice Chairmen

1. Supports the Chairman in his/her responsibilities and act on specific responsibilities assigned to him/her

### Responsibilities of Advisor

1. To act as a link between the APR Scout Committee and respective sub-committee's work.
2. To regularly communicate and provide personal support and motivation to Chairman/Vice-Chairmen and members to achieve their task.
3. To represent the sub-committee in case of absence of a sub-committee representative in committee meetings/events.

### **Terms of Office**

The Committee will work for the period of three years (conference to conference). The members of the Committee will work through WSB/APR and will be responsible to the APR Scout Committee.

### **Meetings**

The committee is expected to meet at least once a year. However, the committee members may meet more than once if required. Normally meetings are conducted for one full day and if it is a working meeting it may last for two to three days. Considering the maximization of the resources it is expected to call for a meeting in conjunction with any relevant events so that members can

attend the meeting as well as serve in the event as resource person or staff or even attend as a participant.

### **Quorum**

50% of the standing members shall make the quorum of a meeting with the current standing membership, including the Young Adult member. If the Chairman and the Vice Chairman are absent, the members present will decide the Chair of the Meeting. The Advisor, the Ex-Officio member, and APR Staff are not counted.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2015-2018.*

## **APR SCOUTING PROFILE SUB-COMMITTEE**

### **General Definition**

The APR Scouting Profile Sub-Committee is one of the advisory bodies to the APR Scout Committee and is responsible to implement, monitor, and evaluate the achievements of the action plan under priority area of “Scouting Profile” in the APR Strategic Plan Vision 2020.

### **Objectives**

1. To assist in enhancing the desired image and visibility of Scouting.
2. To strengthen communication strategy and tools for internal and external targets
3. To build relations with relevant organizations and societal/civic leaders
4. To promote Scouting as the leading youth movement through Brand Positioning

### **Responsibilities of the Sub-Committee**

1. Contributes to the implementation of the Regional Plan 2015-2018, specifically in Scouting Profile
2. Conducts workshops, seminars and other events related to the strategic area.
3. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on all matters relating to the strategic area.

### **Responsibilities of the members, Chairman, Vice-Chairmen and Advisor**

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

#### *Basic Expectations from each member*

1. Communicate amongst themselves and with the regional office on matters related to the work in the sub-committee.
2. Participate in relevant regional and world events.
3. Attend sub-committee meetings.
4. Bear travel costs when attending events or meeting, or arrange sponsorships for such travel costs.

5. Demonstrate high standards of conduct.

#### Responsibilities of Chairman

1. Chairs all sub-committee meetings.
2. Leads the sub-committee in achieving objectives.
3. Coordinates with the regional office in conducting meetings and in carrying out projects of the sub-committee
4. Evaluates the performance of sub-committee members
5. Submits periodic progress report to the APR Scout Committee
6. Represents the sub-committee in Regional Scout Committee meetings on invitation.
7. Serve as a Mentor to Young Adult Member who is a member of Scouting Profile Sub- committee.

#### Responsibilities of Vice Chairman/men

1. Support the Chairman in his/her responsibilities and act on specific responsibilities assigned to him/her

#### Responsibilities of Advisor

1. Acts as the link between the APR Scout Committee and the sub-committee.
2. Regularly communicates and provides personal support and motivation to the Chairman and other members.
3. Represents the sub-committee in the absence of a sub-committee representative in meetings or events.

#### **Terms of Office**

The sub-committee works for a period of three years (conference to conference). The members of the sub-committee will work through WSB/APR office and will be responsible to the APR Scout Committee.

#### **Meetings**

The sub-committee is expected to meet at least once a year. However, the sub-committee may meet more than once if required. Normally meetings are conducted for one full day, except for working meetings where more days may be required. Meetings are usually arranged during a relevant event so as to maximize time and

resources, as well as to make it an opportunity for members to serve as resource persons or staff, or to participate.

## **Quorum**

50% of the standing members shall make the quorum of a meeting with the current standing membership, including the Young Adult member. If the Chairman and the Vice Chairman are absent, the members present will decide the Chair of the Meeting. The Advisor, the Ex-Officio member, and APR Staff are not counted.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2015-2018.*

## **Appraisal Criteria**

### **Review of achievements of Sub-Committees and contribution of members**

1. The Regional Scout Committee, based on the reports of the Sub-Committee Chairman, will assess the performance of the Sub-Committee (sample performance report form attached) and members. This will be done every 18 months period
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
3. Based on the assessment results, the APR Scout Committee, will make the decision for membership continuation of individuals in respective Sub-Committees for the remaining period of their term or termination or replacement
4. Regional office will send the results of the appraisal forms to the concerned individual and to the respective NSO, together with the decision of the regional committee.
5. In case of termination of a member of any Sub-Committee, the respective NSO will be requested to nominate an alternative/replacement to serve for the remaining 18 months of triennium.

## APR STRATEGIC PRIORITIES & FOCUS AREAS FOR 2015-2018

Strategic Priority	Sub- Committee	Emphasis
Young People	Youth Programme	<p>Provide an enabling organizational culture that supports national Scout organizations (NSO) in providing Scouting to all segments of society with the following focus:</p> <ul style="list-style-type: none"> <li>• support NSOs in implementing WOSM policies to ensure innovative and relevant youth-oriented educational programme to attract young people and drive membership growth.</li> <li>• continue to involve young people in leadership roles in governance at various level in Scouting and create opportunities to empower them in their own development.</li> <li>• assists NSOs create opportunities of greater involvement of young people in creating better communities through environmental education, peace initiatives, cultural and international understanding through partnerships.</li> </ul>
Adults in Scouting	Adult Support	This strategic priority focuses in supporting NSOs on the implementation of World Adults in Scouting Policy, through development process of Adults in Scouting, quality training of adults to deliver better Youth Programme and growth of effective adults leaders.
Management	Management	This priority area focuses on Governance, Risk Management, Disaster Response and Membership Growth.
Finance	Financial Resources	This priority area is focused on supporting NSOs towards resources development and strengthening financial capabilities towards self-reliance.
Scouting Profile	Scouting Profile	Scouting Profile strengthens the capacity of NSOs to improve communication messages and channels, build relations with relevant organizations and societal/civic leaders, and deliver advocacy messages that reflect the Brand Positioning to promote Scouting as the leading youth movement.



# COMMITTEE ORGANIZATION SUPPORT STRUCTURE APR PLAN 2015-2018

