23 May 2012

24th Asia-Pacific Regional Scout Conference 2012
NOMINATION FOR APR SUB-COMMITTEES 2012-2015

Dear Colleagues,

The Regional Scout Committee has endorsed at its April 2012 meeting in Dhaka the APR Plan 2012-2015 with the following five priority areas for presentation to the conference and for its adoption:

1. Young People
2. Adults
3. Management
4. Finance
5. Scouting Profile

SUPPORT STRUCTURE
To support the above priorities, five sub-committees will be responsible for implementing the objectives of each priority area. The five sub-committees are:

<table>
<thead>
<tr>
<th>Sub-Committee</th>
<th>Priority area to be supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Programme</td>
<td>Young people</td>
</tr>
<tr>
<td>Adult Support</td>
<td>Adults</td>
</tr>
<tr>
<td>Management</td>
<td>Management</td>
</tr>
<tr>
<td>Financial Resources</td>
<td>Finance</td>
</tr>
<tr>
<td>Scouting Profile</td>
<td>Scouting Profile</td>
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</tbody>
</table>

NOMINATIONS TO SUB-COMMITTEES
NSOs are requested to nominate eligible candidates for membership to these five sub-committees. Nominees will be appointed based on their knowledge, experience and track performance to the appropriate sub-committee.

It is also possible that depending on qualifications, a nominee recommended to a particular sub-committee may be appointed to a different sub-committee. Current sub-committee members may also be re-nominated based on their performance. However, no member should serve for more than two terms in the same sub-committee.
The final appointment of members to all sub-committees will be made by the Regional Scout Committee in November 2012 and will be announced before the closing of the 24th APR Scout Conference. As per practice, 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 Bangladesh.

In order to facilitate your nomination, we are attaching the following:

1. Nomination forms (3 pages) that include the responsibilities of the members of the sub-committees and the appraisal concept
2. APR Strategic Priorities and Focus Areas for 2012-2015
3. Templates for midterm appraisal

It is requested that NSOs shall ensure that only those leaders who will be able to undertake the responsibilities and can contribute to the sub-committees' assignments are nominated.

May I also request that the duly-completed nomination forms be sent to the APR office latest by 31 August 2012.

Yours Sincerely,

Abdullah Basheed
Regional Director

AR/SPS/fktm

Attachments:
- Nomination form
- APR Strategic Priorities & Focus areas for 2012-2015
- Committee Organization Support Structure
- Performance report of Sub-Committee members (Annex "A")
- Performance report of APR Sub-Committees (Annex "B")
Nomination for Membership
to the APR Sub-Committees (2012-2015)

NOMINATION FORM

(To be submitted along with the Information Sheet of the proposed nominee)

NSO:

We hereby nominate Mr./Ms.:

Family Name: ____________________________
Given Name: ____________________________
Middle Name: ____________________________

for appointment preferably in the following sub-committee:

(Please check only one appropriate box)

☐ 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 continue to facilitate and support him/her to carry out the assignments and to fulfill 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 if necessary)

1. FULL NAME
   | Family Name | Given Name | Middle Name |

2. Date of Birth

3. Complete Postal Address

4. Phone (private)

5. E-mail (personal)

(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)

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 held and dates

10. Major international Scout events attended

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

* Supports the Chairman in his/her 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 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 chairman also submits individual contribution form which will be the basis of the APR Scout Committee for assessment and recognition of service of the individual during the coming triennial term.
• 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 triennial term.

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.

<table>
<thead>
<tr>
<th>Name (please print)</th>
<th>Signature</th>
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<tbody>
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Date signed
<table>
<thead>
<tr>
<th>Strategic Priority</th>
<th>Sub- Committee</th>
<th>Emphasis</th>
</tr>
</thead>
</table>
| Young People       | Youth Programme| • Innovative and relevant youth-oriented educational programme  
|                    |                | • Involvement of young people in leadership roles and empowerment  
|                    |                | • Creation of more community-based groups  
|                    |                | • Greater involvement of young people in creating better communities through partnerships |
| Adults             | Adult Support  | • Development of all Adults in Scouting  
|                    |                | • Implementation of quality Youth Programme  
|                    |                | • Increased number of trained Adults in Scouting |
| Management         | Management     | • Development, implementation, monitoring and review of the NSOs National Strategic Plan  
|                    |                | • Efficient Membership Registration policy and system  
|                    |                | • Management and leadership enhancement at national level  
|                    |                | • Utilization and sharing of resources and knowledge across the region  
|                    |                | • APR Membership Growth strategy  
|                    |                | • Risk management and safety of young people in Scouting |
| Finance            | Financial Resources | • Improvement of NSOs financial management capability  
|                    |                | • Enhancement of Partnerships and NSOs fund-raising capabilities |
| Scouting Profile   | Scouting Profile| • Profile and image of Scouting  
|                    |                | • Development of NSOs marketing and communications strategy |

As recommended by the APR Scout Leaders Summit in June 2010 and endorsed by the Regional Scout Committee at its meeting in April 2012 in Bangladesh.
Performance Report of Sub Committee Members
(to be submitted by each member at the time of the appraisal)

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: .......................  (Member’s signature and name in print)

6. Chairman’s Comments
   ..............................................................................
   ..............................................................................
   ..............................................................................

Date: .......................  (Chairman’s 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-Committee
(to be submitted by the Sub-committee Chairman at the time of the appraisal)

Sub-Committee: ………………………………………………………………………………………………………

Reporting Period: From …………………………… To ……………………………

1. Tasks accomplished


2. Meetings held in the year


3. Special Achievements


4. Achievement summary against the APR Plan 2012-2015 Priority Area
(The following matrix may be used for this information.)

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Number of Action Steps</th>
<th>Actions Completed</th>
<th>Outcome</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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)