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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

**World Scout Bureau, Asia-Pacific Regional Office
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To: Chief Commissioners
International Commissioners
Chief Scout Executives

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:

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

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 Rasheed
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: _____

(attach a recent
photo)

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		
	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 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.

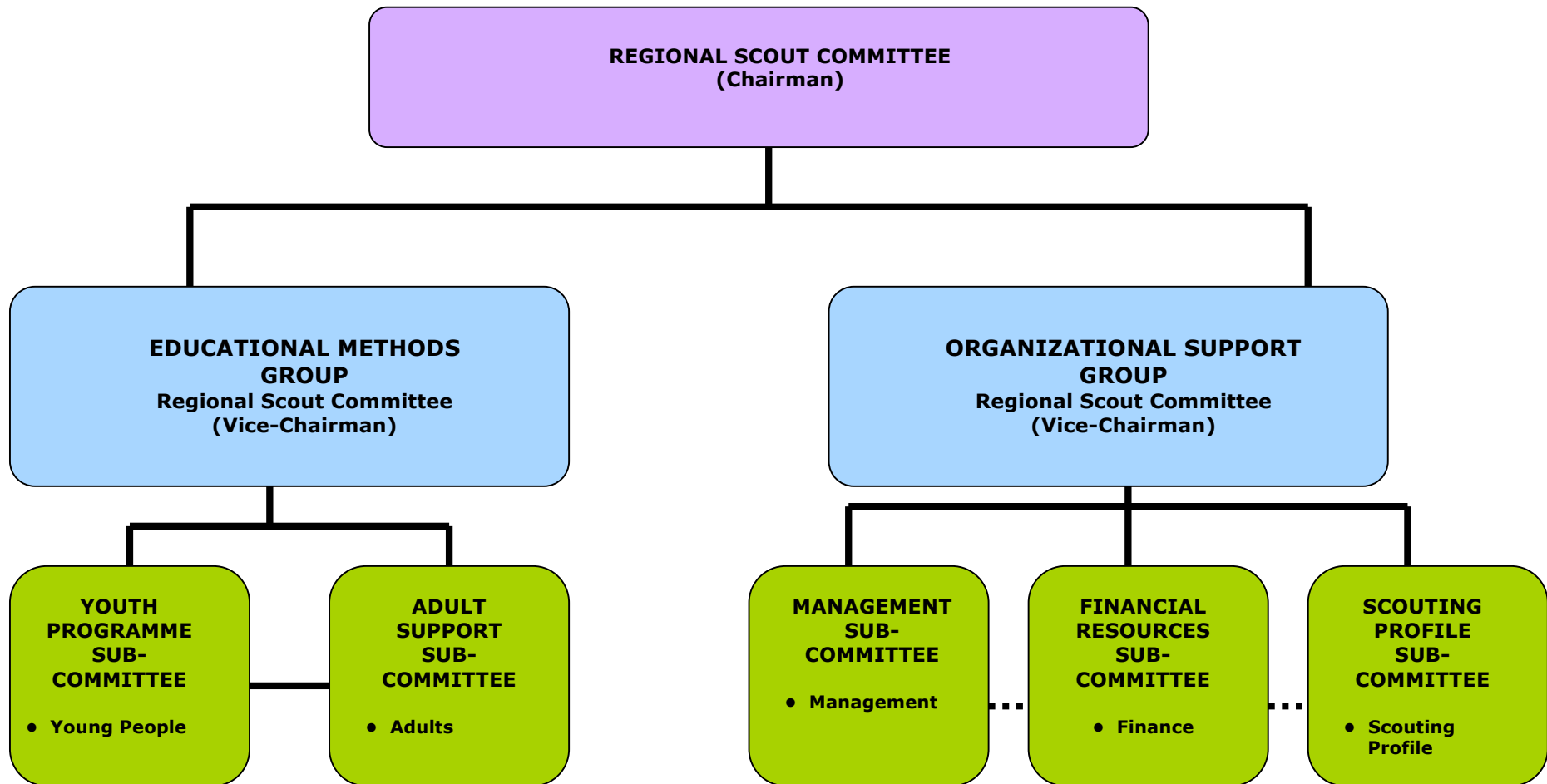
Name <i>(please print)</i>	Signature
Date signed	

APR STRATEGIC PRIORITIES & FOCUS AREAS FOR 2012-2015

Strategic Priority	Sub- Committee	Emphasis
Young People	Youth Programme	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Development of all Adults in Scouting • Implementation of quality Youth Programme • Increased number of trained Adults in Scouting
Management	Management	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Improvement of NSOs financial management capability • Enhancement of Partnerships and NSOs fund-raising capabilities
Scouting Profile	Scouting Profile	<ul style="list-style-type: none"> • 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.

COMMITTEE ORGANIZATION SUPPORT STRUCTURE APR PLAN 2012-2015



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.)

Objectives	Number of Action Steps	Actions Completed	Outcome	Remarks
1				

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)