



SCOUTS[®]
Creating a Better World

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
Bureau Mondial du Scoutisme, Bureau Régional Asie-Pacifique**

P.O. Box 4050
MCPO 1280
Makati City
Metro Manila
PHILIPPINES

4/F ODC International Plaza Building
219 Salcedo Street
Legaspi Village, Makati City
Metro Manila
PHILIPPINES

Phone (+63 2) 818 09 84
(+63 2) 817 16 75
Fax (+63 2) 819 00 93
(+63 2) 401 39 84
Email asia-pacific@scout.org
Web scout.org

Circular No. 23, series of 2012

To: Chief Commissioners
International Commissioners
Chief Scout Executives

23 May 2012

**24th Asia-Pacific Regional Scout Conference 2012
Nomination for APR Scout Foundation Management Committee
(2012-2015)**



Dear Colleagues,

Greetings from Manila!

We are happy to inform you that we are now calling for nominations for the APR Scout Foundation Management Committee for 2012-2015.

Since the 2009 conference in Malaysia, nominations for Foundation Management Committee membership are being invited from NSOs in the Asia-Pacific Region and the appointed members from among themselves will elect the President, Vice-President and other office bearers.

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

1. Nomination forms (3 pages) that include the responsibilities of the members of APR Scout Foundation Management Committee
2. Terms of Reference
3. Template for midterm appraisal

Kindly send us your nominations **latest by 31 August 2012**. Please note that the nominee should be a current member of the APR Scout Foundation.

Yours in Scouting,


Abdullah Rasheed
Regional Director

Attachments:

Terms of Reference
Nomination Form
Appraisal Form

AR/sps/lmc

Terms of Reference

ASIA-PACIFIC REGIONAL SCOUT FOUNDATION MANAGEMENT COMMITTEE

AIM

To achieve the Regional Scout Foundation's periodical objectives by exercising its policies, rules and directions in the management of the Foundation.

COMPOSITION

The APR Scout Foundation is managed by a Management Committee composed of nine (9) members who must be members of the Foundation for at least one (1) year of standing at the time of his/her election/appointment.

1. Nominated Members

Six (6) members are appointed by the RSC from amongst the Foundation members nominated by NSO.

The Asia-Pacific Regional office together with all other APR Sub-Committees will call for these nominations from NSOs before each APR Scout conference. The APR Scout Committee will appoint six (6) members from amongst the nominations received.

2. Ex-Officio Members

The incumbent Chairman of the Financial Resources Sub Committee will be ex-officio member with full voting rights.

3. Invited Members

The incumbent President of the APR Scout Foundation Management Committee and the incumbent Chairman of the Regional Scout Committee will each nominate one (1) member based on their ability to support raising capital funds and management of the Foundation.

4. Secretary

The Asia-Pacific Regional office is the Secretariat of the Foundation. The Regional Director or his/her representative will be the Secretary of the Foundation

OFFICERS

President:	Elected from amongst the APR Scout Foundation Management Committee members
Vice-President:	Elected from amongst the APR Scout Foundation Management Committee members
Promotion Coordinator:	Elected from amongst the APR Foundation Management Committee members
Treasurer:	Elected from amongst the APR Foundation Management Committee members
Secretary:	Regional Director, World Scout Bureau/APR

All elected positions be filled up in the first meeting of the APR Scout Foundation Management Committee, which should be held immediately after the appointment of the Committee, at the time of the Regional Conference.

In each Regional Scout Conference, the Foundation Management Committee will be formed and the conference will be duly informed.

Any member can serve for not more than two consecutive terms.

QUORUM

Five (5) members will make a quorum.

RESPONSIBILITIES

1. Promulgate policies, rules and directions in a) the management and b) the promotion of the Foundation.
2. Prepare a long-term plan with strategies to achieve the set targets from time to time.
3. Formulate guidelines on what Scouting projects are to be supported by the earnings of the Foundation Fund.
4. Acquire project proposals to be funded by the foundation and approve the appropriate project as per the criteria
5. Supervise the Trustees in the management and safeguarding of the "Asia-Pacific Regional Scout Foundation Funds."
6. Inform APR Scout Committee in its each meeting on the progress of the Foundation's activities including financial statement.
7. Organize Foundation Fellowship Meeting, every three years, in conjunction with the APR Scout Conference
8. Recommend the nominations for the investment team to the Regional Committee and continuously coordinate with the investment team for better ROI
9. Must meet at least once in six months preferably in conjunction with the Regional Scout Committee
10. Give a formal report to the APR Scout conference.



Nomination for Membership to the APR Scout Foundation Management Committee (2012-2015)

NOMINATION FORM

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

I/We hereby nominate:

Family Name:

Given Name:

Middle Name:

(attach a recent
photo)

for appointment as member of the APR Scout Foundation Management Committee.

We will ensure that if the above nominated leader is appointed to the APR Scout Foundation Management committee, we will continue to facilitate and support him/her to carry out the assignments and to fulfill his/her responsibilities .

Recommended by:

(Printed name & signature

Position in Scouting

N.B. - *Please attach the enclosed personal profile of the nominated person with his/her consent.*



**INFORMATION SHEET FOR NOMINEES TO
APR SCOUT FOUNDATION MANAGEMENT COMMITTEE**
(To be submitted with the Nomination form. Use additional sheet if necessary.)

1.	FULL NAME		
2.	Family Name	Given Name	Middle Name
3.	Date of Birth	Date of Foundation membership	
	Complete Street 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 the network of committee members.)</i>		
4.	Present position in Scouting	NSO:	
5.	Occupation		
6.	Highest educational qualification		
7.	Languages spoken		
8.	Brief Summary of career or profession, with relevant dates		
9.	Summary of Scout service, other positions 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, President and Vice-President

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

- **Basic Expectations from each member**

- Promote APR Scout Foundation by recruiting new members to the APR Scout Foundation
- 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
- Initiate Fundraising and membership recruitment campaigns and raise targeted amount.
- Active participation in 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 President/ Vice-President***

- Represent the Committee and reports to the Regional Scout Committee in its meeting
- Chairs all the committee meetings
- Lead the committee in achieving the goals/targets
- 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 President in his/her responsibilities and act on specific responsibilities assigned to him/her.*

Review of achievements of committee and contribution of members

- The Regional Scout Committee based on the reports of the President, assess the performance of the committee (sample performance report form attached) and members. This will be done after 18 months period.
- Together with the committee performance form, the President 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 coming triennial term.
- Based on the assessment results, the APR Scout Committee will make the decision for the continuation of individual membership for the remaining period of their term.
- Regional office will inform the individual concerned of the decision of the regional committee.
- In case of termination of a member from the committee, the President/ Vice-President will be asked to nominate an alternative to serve for the period of the coming triennial term.

I fully understand and accept the responsibility of the members of the committee 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	

**Performance Report of APR Scout Foundation Management
Committee Members**

(to be filled by each member at the time of the appraisal)

- 1. **Name of the member:** _____
- 2. **NSO/ Country:** _____
- 3. **Events undertaken/ supported for the Promotion of the APR Scout Foundation**

- 4. **Meetings/ major APR Events attended in the year**

- 5. **Specific individual task assigned and achievements**

- 6. **Specific mention of other achievements, responding to communications etc.**

Date: _____ _____ (Members Signature and name in print)

- 7. **President's Comments**

Date: _____ _____ (President'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