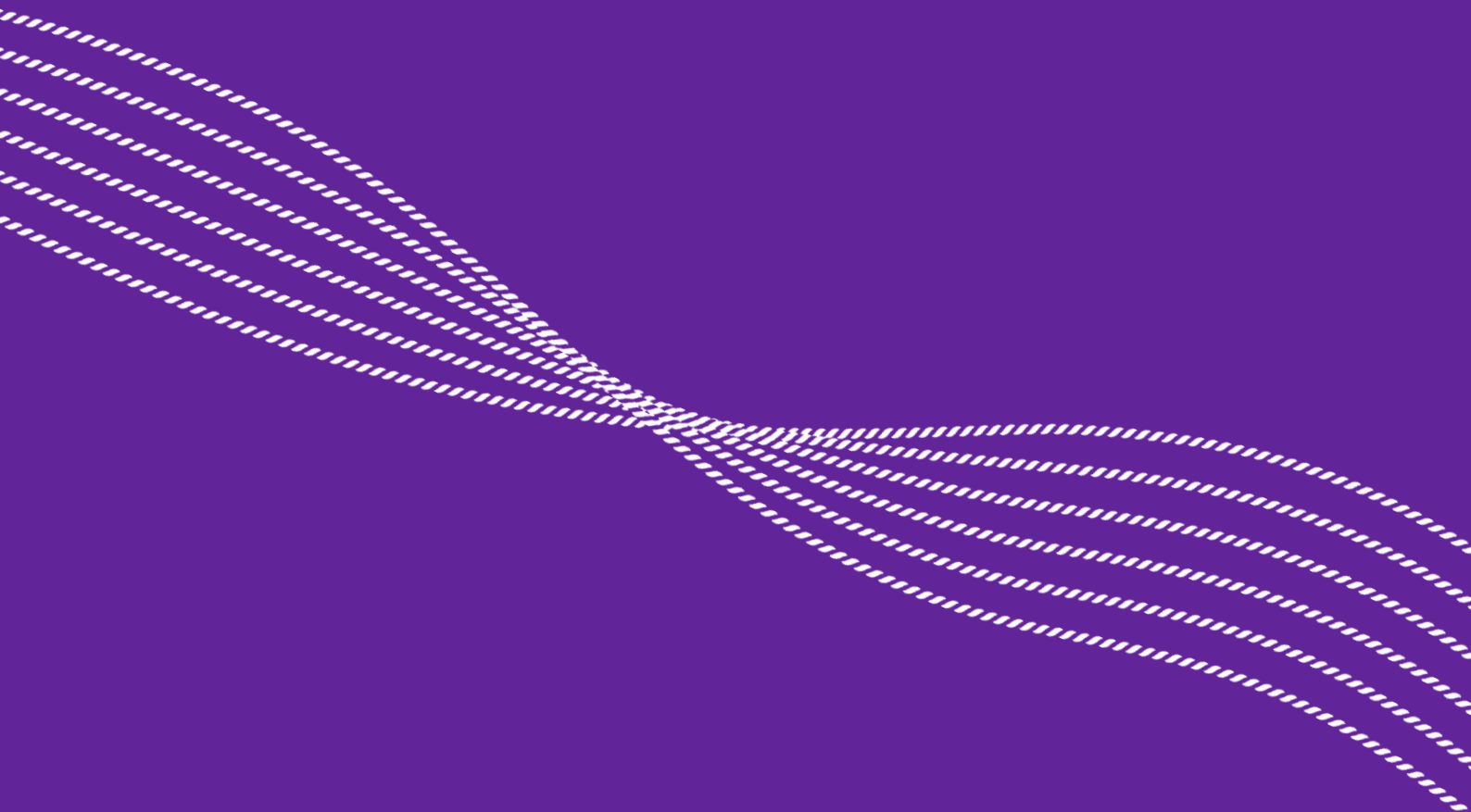




WORLD ORGANIZATION OF THE SCOUT MOVEMENT
ASIA-PACIFIC REGION

GUIDELINES ON THE NOMINATION AND APPOINTMENT OF SUB-COMMITTEE MEMBERS





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October 2021

World Scout Bureau
Asia-Pacific Support Centre,
Makati City

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WORLD ORGANIZATION
OF THE SCOUT MOVEMENT
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GUIDELINES ON THE NOMINATION
AND APPOINTMENT OF
SUB-COMMITTEE MEMBERS

Preamble

APR Constitution and By-Laws Chapter IV, Article 9.1 , Functions: To act on behalf of the conference between its meetings and to appoint its sub-committees and study committees as may be needed.

Sub-Committees and Task Forces are appointed by the Asia-Pacific Regional Scout Committee to ensure that expectations of the Conference are met in providing efficient support to NSOs. Sub-Committees are composed of individuals with relevant expertise and serve as advisory bodies to the Regional Scout Committee. Sub-Committees extend their services to NSOs, as may be needed, in their respective functional areas.

The purpose of this document is to have clear direction for the application of Regional Scout Committee function as stated above. This document explains the process of calling for nominations, appointment, appraisal, and recognition of members to the APR Sub-Committees and Study Committees as may be decided by the Regional Scout Committee. This document outlines information that will help interested volunteers/candidates who possess the competency or specific abilities to undertake the work in the respective sub-committee(s) and to assist to understand the expectations, and responsibilities from him/her if he/she is selected to join a sub-committee.

1. Composition of the Sub-Committee (General Information)

- Each Sub-Committee will be composed of between 8-10 members including the Regional Youth Representative (RYR) and excluding the Advisor. Each Sub-Committee will therefore have a minimum of 8 members and a maximum of 10 members. Each sub-committee shall have at least two members, including the Regional Youth Representative, under the age of 30 years at the time of appointment. No Sub-Committee shall have more than one member from the same NSO, with the exception of the RYR (i.e., in a rare case, a Sub-Committee could have one member and one RYR 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.
- The Regional Scout Committee will assign one of its members to each sub-committee as advisor.
- 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 the 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

3.A Call for Nominations

The Asia Pacific Regional Support Center will invite nominations through open call for specific number of sub-committees as decided by the Regional Scout Committee.

Interested candidates for membership to APR Sub-Committees must ensure that they have the necessary experience and professional competence in the respective Sub-Committee to which they are nominated for and preferably hold a position at national or sub-national level in a relevant committee or responsibility.

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

The Asia Pacific Regional Support Center will announce an open call inviting nominations from/for eligible and competent leaders on the prescribed form (exhibit 1 and 2). The nominations may be called approximately six months before each APR Conference.

It is expected that the nominator will ensure that their nominations are received by the Asia-Pacific Regional Support Center on the due date stated in the APR open call. Any nomination received after the closing date may not be considered unless the selection committee deem exceptional circumstances have led to the late submission of nominations.

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

3.B 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 three Regional Scout Committee members and two 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) Short list the eligible candidates, based on the desired competency and experience, from the nominations received from the open call.
- (b) Through the Asia-Pacific Support Center, get the endorsement of respective NSO that, if the person shortlisted is appointed to the sub-committee, the NSO will provide necessary support for the person in his/her functions as member of the APR Sub-Committee.
- (c) Upon having the endorsement of NSO, recommend members for each Sub-Committee for the consideration of the APRSC at the first meeting of the new Regional Scout Committee at each Regional Scout Conference.
- (d) 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 Support Center and forwarded to the members of the Sub-Committee Nominations Panel within 15 days from the deadline of the open call. The Panel will then short list the eligible candidates and send this list to the Regional Support Center within 30 days from the date of receiving the nominations from the support center for seeking the endorsement of respective NSOs.

Once the endorsement is received from the NSO, the Regional Support Center will send the list back to the Nomination Panel. The Nomination Panel will then put this recommendation to the newly elected Regional Scout Committee meeting immediately after its election in the conference, on its first meeting.

3.C Appointment of Members to the Sub-Committees

The Regional Scout Committee appoints the Chairman and the members to the Sub-Committee from the list recommended by 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.

Required profile of the Chairman, Vice Chairmen, and members

The Chairman, Vice Chairmen 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.
- Possess ability to participate in virtual meetings and communicate through electronic communication means

The members of all Sub-Committees shall:

- Have demonstrated competence in the same area at National or sub-National level.
- 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.
- Possess ability to participate in virtual meetings and communicate through electronic communication means

4. Orientation of all Sub-Committees Chairmen and members on the functions and role of Sub-Committees

The Regional Scout Committee/Asia Pacific Regional Support Center 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.

5. 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, exhibit 5) and members (sample performance report form attached, exhibit 4). 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 may 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.

6. 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.)

7. Mentoring of Regional Youth Representatives (RYRs)

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 respective APR Sub-Committee is directly responsible for mentoring and coaching the Regional Youth Representatives, as a whole.

The Chairman of the respective APR Sub-Committee serves as a mentor of the RYRs.

Refer to the Terms of Reference of the respective APR Sub-Committee.

8. Exit of Sub-Committee Members

Sub-Committee members are appointed for the period from APR conference to APR conference 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.

9. Effectivity of this Guideline

The criteria set out in this document 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, if any need arises

Nomination for Membership to APR Sub-Committees (2022-2025)

NOMINATION FORM

(To be submitted with the Information Sheet)

NSO:

I/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)

- ☐ Youth Engagement Sub-Committee
- ☐ Educational Methods Sub-Committee
- ☐ Diversity and Inclusion Sub-Committee
- ☐ Governance Sub-Committee
- ☐ Social Impact Sub-Committee
- ☐ Communications and Partnerships Sub-Committee

Nominated by:

Name
Position in Scouting
Email:
Mobile
What's App/Viber

Date:

(Printed name & signature)

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
	<div style="display: flex; justify-content: space-between; font-size: small;"> Family Name Given Name Middle Name </div>
2.	Name to put on name patch and certificate
3.	Date of Birth
4.	Complete Postal Address
	Phone/Mobile
	E-mail (<i>personal</i>)
	What's App/Viber
	<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>
5.	Present position in Scouting
6.	Occupation
7.	Highest educational qualification
8.	Languages spoken
9.	Brief Summary of career, professional services, with relevant dates
10.	Summary of Scout service, principal ranks/appointments held and dates
11.	Area of Expertise
12.	Level of computer literacy and virtual working
13.	Major international Scout events attended (<i>Please highlight the role/responsibility taken in each of the events attended.</i>)

14.	Scout decorations achieved				
	<table border="1"> <tr> <td>National</td> <td></td> </tr> <tr> <td>Foreign</td> <td></td> </tr> </table>	National		Foreign	
National					
Foreign					
15.	Publications				
16.	If married, name of husband/maiden name of wife; number of children				
17.	Other national/international societies affiliated to; indicate office held and dates				
18.	Summarize experience previously demonstrated in relevance to the nominated Sub-Committee				

I fully understand the responsibilities of the members of the Sub-Committees and the performance evaluation process as stated in exhibit 3 & 4 respectively. I accept the role and responsibilities as stated and will be pleased to provide my voluntary services to the region, if appointed. I also confirm all the information given in the nomination form above are correct.

Name (Please print)	Signature
Date signed	

Responsibilities of the Members, Chairman and Vice-Chairmen of Sub-Committees

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
- Active participation in Sub-Committee meetings (Virtual/Physical) and timely accomplishment of committee task/s assigned.
- Participate in major regional and world events particularly related to their respective sub-committee areas
- 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 in compliance with WOSM Code of Conduct and Safe from Harm Policy

- **Responsibilities of 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
- The Chairman, together with the Adviser, gives guidance/mentor to the Regional Youth Representative on the work assigned to their respective sub-committees.
- Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
- Represents the Sub-Committee at Regional Scout Committee meetings when invited.

- **Responsibilities of Vice-Chairmen**

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

- **Responsibilities of Advisor**

- Regularly communicates and provide personal support, experience and motivation to the Chairman/Vice-Chairmen and members to achieve their task.
- Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.
- Together with the Chairman, gives guidance to the Regional Youth Representative on the work assigned to their respective sub-committees.

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 Exhibit 2) 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 of 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 individual and concerned NSO of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the Regional Scout Committee shall appoint another eligible leader. However, preference be given to another eligible leader from respective NSO where the earlier leader belongs to. The Regional Committee may from the open call nomination received and still available (from same NSO) may consider for appointment or ask the respective NSO to nominate an alternative to serve for the period of the coming 18 months. If a leader from same NSO is not available, find an eligible member from another NSO.

Performance Report of Sub-Committee Members

(All entries under point 3, 4 & 5 shall all be in reference to the members tasks to the Sub-Committee and not to their tasks in their role in NSO)

Sub-Committee: _____

1. Name of the member: _____

2. NSO: _____

3. Meetings/ major APR Events attended in the year

4. Specific individual task/s 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 a 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 2022-2025 _____ Priority Area (the attached sheet 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 a separate sheet or you may use the same format in preparing your report.

Certificate of Appointment

The Asia-Pacific Regional Scout Committee
is pleased to appoint

Name

as

Position

of

Sub-Committee
for the period 2022-2025

Regional Director
World Scout Bureau/Asia-Pacific Region

Chairman
Asia-Pacific Regional Scout Committee

Oath of Office

I, (Name)

of **National Scout Organization**

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.*

*Signature
over printed Name*

TERMS OF REFERENCE OF THE SUB-COMMITTEES

Terms of Reference

APR YOUTH ENGAGEMENT SUB-COMMITTEE

General Definition

The APR Youth Engagement 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 "Youth Engagement" in the APR Strategic Plan.

Objectives

1. To ensure that the Objectives under the strategic priority, "Youth Engagement" of the APR Plan (2022-2025) are achieved, for and on behalf the APR Scout Committee; and
2. To support national Scout organizations in completing their service request in relation to Youth Engagement.

Responsibilities of the Sub-Committee

1. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on matters relating to Youth Engagement.
2. Ensures that the Objectives under the strategic priority, "Youth Engagement" of the APR Plan (2022-2025) are monitored and achieved.
3. Supports NSOs in completing their service request in relation to Youth Engagement, if any;
4. Promotes and maintains an effective exchange of ideas among National Scout Organizations in order to have innovative Youth Engagement that benefit young people.
5. Mentors and coaches the Regional Youth Representatives, 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

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

- Active participation in Sub-Committee meetings (Virtual/Physical) and timely accomplishment of committee task/s assigned.
 - Participate in major regional and world events particularly related to their respective sub-committee areas
 - 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 in compliance with WOSM Code of Conduct and Safe from Harm Policy
- **Responsibilities of 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
 - The Chairman, together with the Adviser, gives guidance/mentor to the Regional Youth Representative on the work assigned to their respective sub-committees.
 - Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
 - Represents the Sub-Committee at Regional Scout Committee meetings when invited.
- **Responsibilities Vice-Chairmen**
 - Supports the Sub-Committee Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her.
- **Responsibilities of Advisor**
 - Regularly communicates and provide personal support, experience and motivation to the Chairman/ Vice-Chairman and members to achieve their task.
 - Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.
 - Together with the Chairman, gives guidance to the Regional Youth Representative on the work assigned to their respective sub-committees.

Terms of Office

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

Meetings

1. The committee is expected to meet at least once a year. However, the committee members may meet more than once, if required.
2. Normally meetings are conducted for one full day and if it is a working meeting, it may last for two to three days.
3. 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

1. 50% of the sub-committee members shall make the quorum of the meeting with the current standing membership, including the Regional Youth Representative.
2. If the Chairman and the Vice Chairmen are absent, the members present will decide the Chair of the Meeting. The Ex-Officio member and APR Staff are not counted in the quorum.

Performance Review of achievements and significant contribution of Sub-Committee 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 Exhibit 2) 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 of 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 individual and concerned NSO of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the Regional Scout Committee shall appoint another eligible leader. However, preference be given to another eligible leader from respective NSO where the earlier leader belongs to. The Regional Committee may from the open call nomination received and still available (from same NSO) may consider for appointment or ask the respective NSO to nominate an alternative to serve for the period of the coming 18 months. If a leader from same NSO is not available, find an eligible member from another NSO.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2022-2025.*

Terms of Reference

APR EDUCATIONAL METHODS SUB-COMMITTEE

General Definition

The APR Educational Methods 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 "Educational Methods" in the APR Strategic Plan, which includes Youth Programme, Better World Framework, Adults in Scouting, Safe from Harm, Scouting and Humanitarian and Spiritual Development.

Objectives

1. To ensure that the Objectives under the strategic priority, "Educational Methods" of the APR Plan (2022-2025) are achieved, for and on behalf the APR Scout Committee; and
2. To support national Scout organizations in completing their service request in relation to Educational Methods.

Responsibilities of the Sub-Committee

1. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on matters relating to Educational Methods.
2. Ensures that the Objectives under the strategic priority, "Educational Methods" of the APR Plan (2022-2025) are monitored and achieved.
3. Supports NSOs in completing their service request in relation to Educational Methods, if any;
4. Promotes and maintains an effective exchange of ideas among National Scout Organizations in order to have innovative Educational Methods that benefit young people.
5. 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

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
 - Active participation in Sub-Committee meetings (Virtual/Physical) and timely accomplishment of committee task/s assigned.

- Participate in major regional and world events particularly related to their respective sub-committee areas
 - 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 in compliance with WOSM Code of Conduct and Safe from Harm Policy
- **Responsibilities of 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
 - The Chairman, together with the Adviser, gives guidance/mentor to the Regional Youth Representative on the work assigned to their respective sub-committees.
 - Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
 - Represents the Sub-Committee at Regional Scout Committee meetings when invited.
- **Responsibilities Vice-Chairmen**
 - Supports the Sub-Committee Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her.
- **Responsibilities of Advisor**
 - Regularly communicates and provide personal support, experience and motivation to the Chairman/ Vice-Chairman and members to achieve their task.
 - Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.
 - Together with the Chairman, gives guidance to the Regional Youth Representative on the work assigned to their respective sub-committees

Terms of Office

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

Meetings

1. The committee is expected to meet at least once a year. However, the committee members may meet more than once, if required.
2. Normally meetings are conducted for one full day and if it is a working meeting, it may last for two to three days.
3. 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

1. 50% of the sub-committee members shall make the quorum of the meeting with the current standing membership, including the Regional Youth Representative.
2. If the Chairman and the Vice Chairmen are absent, the members present will decide the Chair of the Meeting. The Ex-Officio member and APR Staff are not counted in the quorum.

Performance Review of achievements and significant contribution of Sub-Committee 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 Exhibit 2) 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 of 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 individual and concerned NSO of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the Regional Scout Committee shall appoint another eligible leader. However, preference be given to another eligible leader from respective NSO where the earlier leader belongs to. The Regional Committee may from the open call nomination received and still available (from same NSO) may consider for appointment or ask the respective NSO to nominate an alternative to serve for the period of the coming 18 months. If a leader from same NSO is not available, find an eligible member from another NSO.

Note: This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2022-2025.

Terms of Reference

APR DIVERSITY AND INCLUSION SUB-COMMITTEE

General Definition

The APR Youth Engagement 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 “**Diversity and Inclusion**” in the APR Strategic Plan.

Objectives

1. To ensure that the Objectives under the strategic priority, “Diversity and Inclusion” of the APR Plan (2022-2025) are achieved, for and on behalf the APR Scout Committee; and
2. To support national Scout organizations in completing their service request in relation to Diversity and Inclusion.

Responsibilities of the Sub-Committee

1. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on matters relating to Diversity and Inclusion.
2. Ensures that the Objectives under the strategic priority, “Diversity and Inclusion” of the APR Plan (2022-2025) are monitored and achieved.
3. Supports NSOs in completing their service request in relation to Diversity and Inclusion, if any;
4. Promotes and maintains an effective exchange of ideas among National Scout Organizations in order to have innovative Diversity and Inclusion that benefit young people.
5. 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

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
 - Active participation in Sub-Committee meetings (Virtual/Physical) and timely accomplishment of committee task/s assigned.

- Participate in major regional and world events particularly related to their respective sub-committee areas
 - 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 in compliance with WOSM Code of Conduct and Safe from Harm Policy
- **Responsibilities of 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
 - The Chairman, together with the Adviser, gives guidance/mentor to the Regional Youth Representative on the work assigned to their respective sub-committees.
 - Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
 - Represents the Sub-Committee at Regional Scout Committee meetings when invited.
- **Responsibilities Vice-Chairmen**
 - Supports the Sub-Committee Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her.
- **Responsibilities of Advisor**
 - Regularly communicates and provide personal support, experience and motivation to the Chairman/ Vice-Chairman and members to achieve their task.
 - Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.
 - Together with the Chairman, gives guidance to the Regional Youth Representative on the work assigned to their respective sub-committees.

Terms of Office

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

Meetings

1. The committee is expected to meet at least once a year. However, the committee members may meet more than once, if required.
2. Normally meetings are conducted for one full day and if it is a working meeting, it may last for two to three days.
3. 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

1. 50% of the sub-committee members shall make the quorum of the meeting with the current standing membership, including the Regional Youth Representative.
2. If the Chairman and the Vice Chairmen are absent, the members present will decide the Chair of the Meeting. The Ex-Officio member and APR Staff are not counted in the quorum.

Performance Review of achievements and significant contribution of Sub-Committee 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 Exhibit 2) 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 of 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 individual and concerned NSO of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the Regional Scout Committee shall appoint another eligible leader. However, preference be given to another eligible leader from respective NSO where the earlier leader belongs to. The Regional Committee may from the open call nomination received and still available (from same NSO) may consider for appointment or ask the respective NSO to nominate an alternative to serve for the period of the coming 18 months. If a leader from same NSO is not available, find an eligible member from another NSO.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2022-2025.*

Terms of Reference

APR GOVERNANCE SUB-COMMITTEE

General Definition

The APR Governance 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 "Governance" in the APR Strategic Plan 2022-2025.

Objective

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

Responsibilities of the Sub-Committee

1. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on matters relating to Good Governance.
2. Ensures that the Objectives under the strategic priority, "Good Governance" of the APR Plan (2022-2025) are monitored and achieved.
3. Supports NSOs in completing their service request in relation to Good Governance, if any;
4. Promotes and maintains an effective exchange of ideas among National Scout Organizations in order to establish Good Governance in the NSO at all levels in order to be efficiently effective in delivering services to its stakeholders.
5. Promotes cultural understanding and world brotherhood among member countries through activities and events, which contribute in building capacity towards establishing good governance.

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

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
- Active participation in Sub-Committee meetings (Virtual/Physical) and timely accomplishment of committee task/s assigned.

- Participate in major regional and world events particularly related to their respective sub-committee areas
 - 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 in compliance with WOSM Code of Conduct and Safe from Harm Policy
- **Responsibilities of 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
 - The Chairman, together with the Adviser, gives guidance/mentor to the Regional Youth Representative on the work assigned to their respective sub-committees.
 - Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
 - Represents the Sub-Committee at Regional Scout Committee meetings when invited.
- **Responsibilities Vice-Chairmen**
 - Supports the Sub-Committee Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her.
- **Responsibilities of Advisor**
 - Regularly communicates and provide personal support, experience and motivation to the Chairman/ Vice-Chairman and members to achieve their task.
 - Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.
 - Together with the Chairman, gives guidance to the Regional Youth Representative on the work assigned to their respective sub-committees.

Terms of Office

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

Meetings

1. The committee is expected to meet at least once a year. However, the committee members may meet more than once, if required.
2. Normally meetings are conducted for one full day and if it is a working meeting, it may last for two to three days.
3. 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

1. 50% of the sub-committee members shall make the quorum of the meeting with the current standing membership, including the Regional Youth Representative.
2. If the Chairman and the Vice Chairmen are absent, the members present will decide the Chair of the Meeting. The Ex-Officio member and APR Staff are not counted in the quorum.

Performance Review of achievements and significant contribution of Sub-Committee 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 Exhibit 2) 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 of 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 individual and concerned NSO of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the Regional Scout Committee shall appoint another eligible leader. However, preference be given to another eligible leader from respective NSO where the earlier leader belongs to. The Regional Committee may from the open call nomination received and still available (from same NSO) may consider for appointment or ask the respective NSO to nominate an alternative to serve for the period of the coming 18 months. If a leader from same NSO is not available, find an eligible member from another NSO.

Note: *This Terms of Reference is revised in accordance with the responsibilities as assigned for the new committee organization for the period 2022-2025.*

Terms of Reference

APR SOCIAL IMPACT SUB-COMMITTEE

General Definition

The APR Social Impact 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 Social Impact in the APR Strategic Plan 2022-2025.

Objectives

1. To support National Scout Organizations in understanding their role in increasing the impact of Scouting and as responsible actors in humanitarian action.
2. To support NSOs in evaluating and measuring the impact of Scouting.

Responsibilities of the Sub-Committee

1. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on all matters relating to the strategic area.
2. Ensures that the Objectives and KPIs under the strategic priority, "Social Impact" of the APR Plan (2022-2025) are monitored and achieved.
3. Supports NSOs in completing their service request in relation to Social Impact if any
4. Coordinates the overall work in the areas under its scope.
5. Support workshops, seminars and other events related to Social Impact at any level of Scouting, as requested.

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

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
 - Active participation in Sub-Committee meetings (Virtual/Physical) and timely accomplishment of committee task/s assigned.
 - Participate in major regional and world events particularly related to their respective sub-committee areas
 - 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 in compliance with WOSM Code of Conduct and Safe from Harm Policy
- **Responsibilities of 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
 - The Chairman, together with the Adviser, gives guidance/mentor to the Regional Youth Representative on the work assigned to their respective sub-committees.
 - Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
 - Represents the Sub-Committee at Regional Scout Committee meetings when invited.
- **Responsibilities Vice-Chairmen**
 - Supports the Sub-Committee Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her.
- **Responsibilities of Advisor**
 - Regularly communicates and provide personal support, experience and motivation to the Chairman/ Vice-Chairman and members to achieve their task.
 - Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.
 - Together with the Chairman, gives guidance to the Regional Youth Representative on the work assigned to their respective sub-committees.

Terms of Office

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

Meetings

1. The committee is expected to meet at least once a year. However, the committee members may meet more than once, if required.
2. Normally meetings are conducted for one full day and if it is a working meeting, it may last for two to three days.
3. 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

1. 50% of the sub-committee members shall make the quorum of the meeting with the current standing membership, including the Regional Youth Representative.

2. If the Chairman and the Vice Chairmen are absent, the members present will decide the Chair of the Meeting. The Ex-Officio member and APR Staff are not counted in the quorum.

Performance Review of achievements and significant contribution of Sub-Committee 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 Exhibit 2) 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 of 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 individual and concerned NSO of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the Regional Scout Committee shall appoint another eligible leader. However, preference be given to another eligible leader from respective NSO where the earlier leader belongs to. The Regional Committee may from the open call nomination received and still available (from same NSO) may consider for appointment or ask the respective NSO to nominate an alternative to serve for the period of the coming 18 months. If a leader from same NSO is not available, find an eligible member from another NSO.

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Terms of Reference

APR COMMUNICATIONS AND PARTNERSHIPS SUB-COMMITTEE

General Definition

The APR Communications and Partnerships 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 "Communications & Partnerships" in the APR Strategic Plan.

Objectives

1. To reinforce WOSM's Communications and Strategic Engagements Strategy
2. To support NSOs in strengthening their internal and external communication strategy
3. To build and strengthen relations with partners, UN agencies and other relevant organizations
4. To promote and strengthen the brand of Scouting as the leading youth movement

Responsibilities of the Sub-Committee

1. Serves as an advisory body to the Asia-Pacific Regional Scout Committee on all matters relating to the strategic area.
2. Ensures that the Objectives and KPIs under the strategic priority, "Communications and Partnerships" of the APR Plan (2022-2025) are monitored and achieved.
3. Supports NSOs in completing their service request in relation to Communications and Partnerships if any
4. Coordinates the overall work in the areas under its scope.
5. Support workshops, seminars and other events related to Communications and Partnerships at any level of Scouting, as requested.

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

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
 - Active participation in Sub-Committee meetings (Virtual/Physical) and timely accomplishment of committee task/s assigned.
 - Participate in major regional and world events particularly related to their respective sub-committee areas
 - 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 in compliance with WOSM Code of Conduct and Safe from Harm Policy
- **Responsibilities of 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
 - The Chairman, together with the Adviser, gives guidance/mentor to the Regional Youth Representative on the work assigned to their respective sub-committees.
 - Coordinates with the APR Office in conducting its meeting and carrying out the activities towards achieving the goals.
 - Represents the Sub-Committee at Regional Scout Committee meetings when invited.
 - **Responsibilities Vice-Chairmen**
 - Supports the Sub-Committee Chairman in his/her responsibilities and acts on specific responsibilities assigned to him/her.
 - **Responsibilities of Advisor**
 - Regularly communicates and provide personal support, experience and motivation to the Chairman/ Vice-Chairman and members to achieve their task.
 - Represent the Sub-Committee in case of absence of a Sub-Committee representative in Regional Scout Committee meetings/event.
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Terms of Office

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

Meetings

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

Quorum

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2. If the Chairman and the Vice Chairmen are absent, the members present will decide the Chair of the Meeting. The Ex-Officio member and APR Staff are not counted in the quorum.

Performance Review of achievements and significant contribution of Sub-Committee members

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- Together with the Sub-Committee performance report form, the respective Sub-Committee Chairman shall also submit individual contribution forms of 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 individual and concerned NSO of the decision of the Regional Committee.
- In case of termination of a member in a given Sub-Committee, the Regional Scout Committee shall appoint another eligible leader. However, preference be given to another eligible leader from respective NSO where the earlier leader belongs to. The Regional Committee may from the open call nomination received and still available (from same NSO) may consider for appointment or ask the respective NSO to nominate an alternative to serve for the period of the coming 18 months. If a leader from same NSO is not available, find an eligible member from another NSO.

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