

Terms of Reference

PROGRAMME SUB-COMMITTEE

Objective

To ensure that the World Programme Policy is implemented at the national and sub-national level.

Responsibilities

1. Serve as an advisory body to the Asia-Pacific Regional Scout Sub-Committee on all matters relating to Youth Programme.
2. Devise tools to guide NSOs in the practical implementation of the World Programme Policy.
3. Effectively communicate to all national Scout organizations the necessity in continuously developing their Youth Programme relevant to the changing needs and aspirations of young people.
4. Assist NSOs in conducting National Programme Review and Development Workshops.
5. Promote and maintain an effective exchange of ideas among national Scout organizations in order to have innovative Youth Programme that benefit young people.
6. Promote cultural understanding and world brotherhood among member countries through activities and events which contribute to the education of young people.
7. Evaluate the success of implementing the World Programme Policy and report the same to the APR Scout Committee.

Responsibilities of the members, chairman and vice-chairman and advisor

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

Basic Expectations from each member

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

Responsibilities of Chairman

1. Chairs all the committee meetings.
2. Leads the committee in achieving its goals.
3. Coordinates with the regional office in conducting its meeting and carrying out the activities towards achieving its goals.
4. Evaluates the performance of committee members.
5. Submits periodic progress report to the APR Scout Committee.
6. Represents the sub committee in each Regional Scout Committee meeting on invitation.
7. Be the ex-officio member of the APR Adult Resources Sub-committee.

Responsibilities of Vice Chairman/men

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

Responsibilities of Advisor

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

Terms of Office

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

Meetings

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

Meeting Venue

It is expected that the NSO who wishes 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.).

Quorum

Seven (7) members shall make the quorum of a meeting with the current membership of 15 members, including the Young Adult member. If the Chairman and the Vice Chairman are absent, the members present will decide the Chair of the Meeting. The Advisor, the Ex-Officio member, and APR Staff are not counted.

Ex-Officio Member

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