

## **Terms of Reference**

### **MANAGEMENT SUB-COMMITTEE**

The APR Management 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 Management in the APR Strategic Plan Vision-2013.

#### **Objective**

To improve management policies and procedures of NSOs and the region to sustain growth of the Scout Movement.

#### **Responsibilities**

1. Support to implement APR Plan Vision 2013.
2. Effectively assist and support in carrying out the Action steps for the priority area of management.
3. Serve as an advisory body to the Asia- Pacific Regional Scout Committee on all matters relating to Management.

#### **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 the goals.
3. Coordinates with the regional office in conducting its meeting and carrying out the activities towards achieving the 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.

### 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 task.
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.