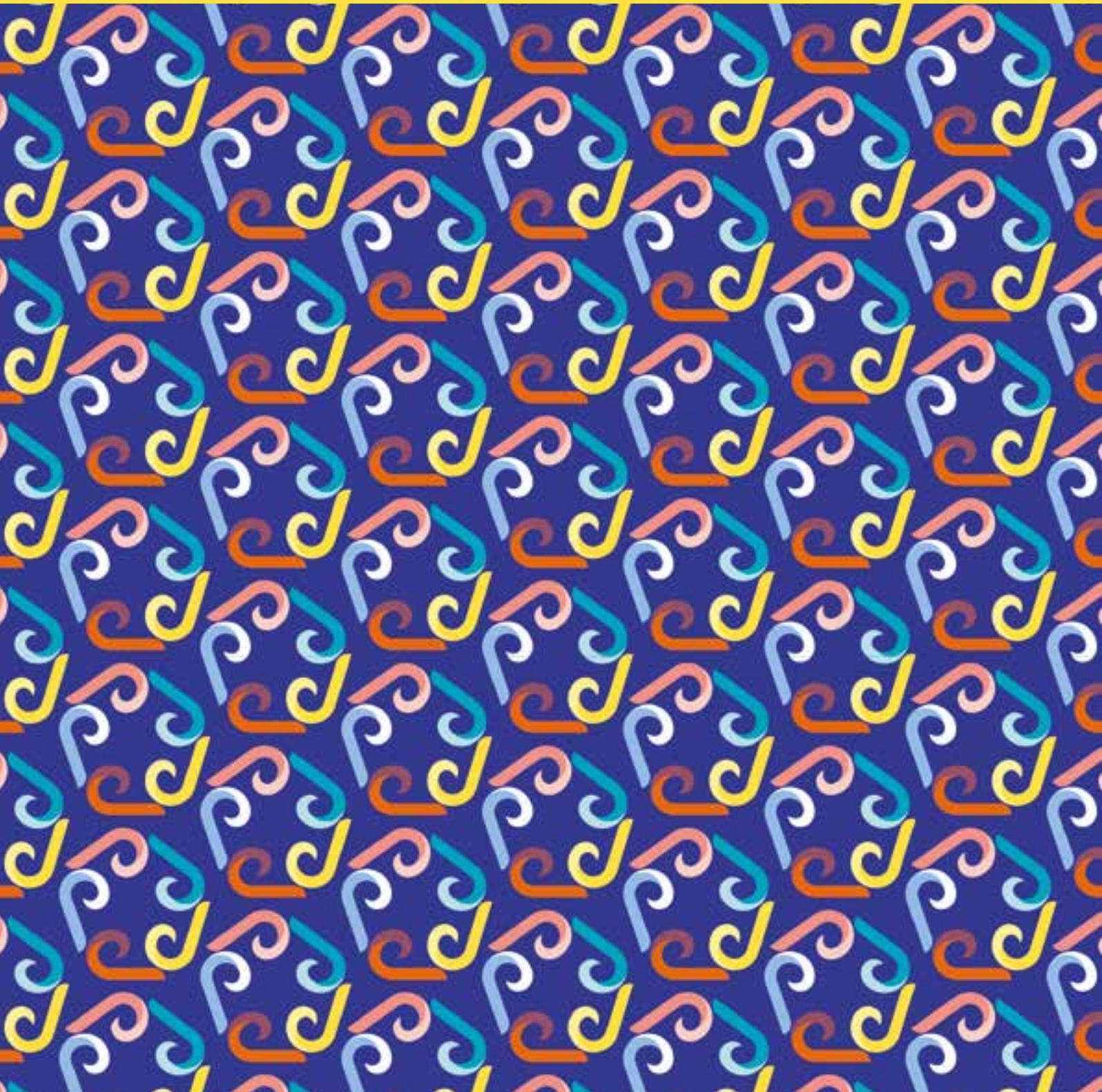




**WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS**

WAGGGS REGIONAL COMMITTEE

**Nominations pack for the election of Regional Committee
members for the Asia Pacific Region, 2019-2022**



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INTRODUCTION

At the Regional Conferences in 2019, Full Member Organisations will elect the next Regional Committees, which will drive our ambitious plans to offer a quality Girl Guiding/Girl Scouting experience to many more girls and young women in each Region.

We need well-skilled and diverse candidates from across the Regions, with a passion for supporting MOs and the time to work for the Region. Working as part of a Regional Committee is a challenging but rewarding experience. Committee members and staff partners, as part of WAGGGS' global team:

- Lead the development, strategic oversight, monitoring and evaluation of the Regional Operational Plan to achieve WAGGGS' goals and strategic plan.
- Provide tailored support to MOs to help them deliver relevant, quality programmes, offer support for our volunteers, develop the resources needed to do this, and improve their image and visibility.
- Are the external face of the Region at Regional, MO and external events.

In return, Committee members have fantastic opportunities to learn from other cultures and perspectives, stretch their strategic thinking, be part of a global and diverse organisation contributing to drive WAGGGS' change agenda, build on their international leadership skills, and meet some of the most inspiring women volunteers across the world.

We now invite Member Organisations in the Asia Pacific Region to nominate individuals for the Regional Committee 2022-2019. Within this booklet you will find further information about the role and responsibilities of Regional Committee members and the desired skills and experience.

We greatly value your active partnership and careful judgement in identifying the most talented, versatile and passionate women to join the WAGGGS Global Team at Regional level. Should you have an outstanding volunteer with the vision, skills and dedication to serve our Movement at the regional governance level, please review the materials enclosed and consider submitting a nomination. Please do consider young women under thirty when reviewing your possible nominees – we are keen to ensure that at least one Committee member is under thirty years old when elected.

The nominations process will be led by the Nominations Committee, supported by the Governance Team within the World Bureau. There are six members of the Nominations Committee, one from each of the five WAGGGS regions and myself as Chair. The Nominations Committee member for the Asia Pacific Region is Susan Campbell and she can be contacted at scampbell@relyon.com.au

Please do feel to contact Susan if you have any questions and she will be happy to support you. Alternatively you can contact either Nicola Lawrence, Head of Governance at the World Bureau at governance@waggggs.org or myself at gracea.crichlow@waggggs.org



Grace-Anne Crichlow
Chair, Nominations Committee
World Association of Girl Guides and Girl Scouts

DESCRIPTION OF THE NOMINATION PROCESS

All potential candidates and their respective Member Organisation need to complete a Nominations Form. This can be found on the WAGGGS website or is available by emailing governance@waggs.org

All Member Organisations may submit the name of one candidate only. This candidate may be from within their own Member Organisation or from any other Member Organisation. MOs are free to consult with each other. Where a Member Organisation is a federation of two or more Associations, it is required to consult with its Components before submitting a nomination. Nominations will only be accepted from Member Organisations, and not direct from Component Associations.

Current members of the Regional Committee who are eligible for re-election and who wish to serve a second term, need to be re-nominated and must complete a new Nominations Form signed by their Member Organisation.

The Nominations Committee may contact MOs directly to suggest names of potential nominees, or to encourage the MO more generally. The Member Organisation is completely free to consider these suggestions or not.

The Nominations Committee will make every effort to ensure that at least one woman under the age of 30 is included in the nominations, and may take further action if, at the time of closure of nominations, there are insufficient candidates in this category.

If an MO wishes to nominate an individual to the Regional Committee, they should complete Part A of the attached nomination form and send it to the nominee for completion of Part B (the request for biographical information). The Chief Commissioner, International Commissioner or equivalent senior leader (for example, head of a national board) within the nominating MO must sign the Nominations Form. Part C is the clearance form which should be completed **ONLY** if the nominee is not a member of the MO submitting the nomination. Nomination Forms must be submitted to the Governance Team at the World Bureau by **17:00 (UTC) on Thursday 14 February 2019** at the latest.

Procedure following nomination

The Nominations Committee may contact the professional referee and obtain a reference for the nominee in order to gain further insight on the nominee's skills, experience and attributes from someone outside the Movement who knows the nominee well.

Nominees who have not already served a term on the Regional Committee will be asked to attend an interview which will take place in early March 2019. This interview will be by telephone/online conference call at WAGGGS' expense and will last no more than an hour. The interview will ensure that the candidate is eligible to stand, will not hold any significant posts in her MO if elected, and will ensure that we have collected the best examples of her skills and experience, ready for the Election Booklet.

Should the Nominations Committee have significant concerns about the nominee's ability to serve as a Regional Committee member, the Chair of the Nominations Committee will contact the MO and discuss these concerns. The MO may then decide to withdraw the candidate or continue with the nomination process. This part of the process is completely confidential.

The names and particulars of those who have been confirmed as nominees will be circulated to Full Member Organisations in sufficient time before the Regional Conference. This allows time for the nominations to be considered by Full Member Organisations and for their delegates to the Asia Pacific Regional Conference to be briefed.

The Nominations Committee will support the candidates as they prepare to present at the Regional Conference and provide guidance and advice as they develop their presentation.

PROPOSED TIMELINE

20 December 2018	Call for nominations is launched
14 February 2019	Nominations close at 17.00 (UTC)
27 February to 5 March 2019	The Governance Team will contact candidates to arrange a suitable time and date for their interview.
6 March 2019 to 17 March 2019	Candidates participate in a telephone/online conference interview with a panel including the regional member of the Nominations Committee and other individuals from within the Region.
19 March 2019 to 21 April 2019	Preparation of Election Booklet
10 May 2019	Election Booklet and candidate videos released to Full Member Organisations within the Region
12 - 16 August 2019	Regional Conference. There will be opportunities for candidates to present themselves and elections will then take place towards the end of the conference programme.

ROLE AND RESPONSIBILITIES OF THE REGIONAL COMMITTEE

As specified in the WAGGGS Constitution and Bye-Laws, a Regional Committee consists of six members, including, so far as practicable, at least one young woman under the age of thirty at the time of election. Members of the Regional Committee are elected by Full Member Organisations attending the Regional Conference. The members of the Regional Committee are elected to serve for three years and are eligible for re-election for a further term of three years. The maximum length of service is six years.

Regional Committees are inspired and guided by the core principles that direct the WAGGGS Global Team as a whole – its Mission, Vision and Value Proposition. They are responsible for developing and implementing Regional Action plans that support the global themes and strategies defined by the World Board and strengthens MOs according to their needs, as identified through the Capacity Building Assessment process.

Consistent with the WAGGGS Value Proposition and the recommendations of the Vibrant Regions Working Group, a Vibrant Region not only fulfils its strategy and planning responsibilities, it delivers and sustains opportunities for MOs to grow, connect, learn, share and thrive in an inclusive environment that amplifies their own and girls' voices, visibility and impact, both regionally and globally.

In order to fulfil the essential and influential expectations above and to enable MOs to realize more of their potential, the major deliverables for Regional Committees are defined as follows:

- 1. Lead Strategy and Planning** – Develop and implement sound and effective action plans per the WAGGGS planning cycle in partnership with staff and volunteers at the global, regional and national levels
- 2. Provide Leadership and Development Opportunities** – Use tools and resources to support development of leadership skills among staff and volunteers, use the Leadership Mindset in the work of Regional Committees and promote the Leadership Mindset in the MOs
- 3. Promote Change, Innovation and the Girl Guide/Girl Scout Experience** – Actively demonstrate the value and importance of positive change, stimulate and sustain innovation within MOs and develop action plans that promote girl-led, girl-safe space.
- 4. Promote Image, Visibility and Impact** – Regional Committees and MOs develop resources and implement action plans that increase International Experience (IE) opportunities and create IE connections
- 5. Engage and Connect MOs** – Enable MOs to maximize opportunities to connect and support one another and to learn and develop through shared endeavours and experiences
- 6. Advance Diversity and Inclusion** – Demonstrate leadership with regard to diversity and inclusion through all aspects of regional operations and of work with MOs; encourage and support actions and practices that support Diversity and Inclusion within MOs
- 7. Promote Influence through Advocacy** – Ensure that platforms and resources are in place to promote and support changemakers and to collect and measure the outcomes and promoted impacts of changemakers.

ADDITIONAL RESPONSIBILITIES FOR THE ROLES OF REGIONAL CHAIR AND VICE-CHAIR

Regional Chair

Each Regional Chair, in close collaboration with the Head of Region, bears primary responsibility for the strategic direction, action planning, financial stability and accountability of the Region to the World Board and to its MOs.

By virtue of her elected position as Regional Chair, the Regional Chair also serves as a World Board Trustee. As a World Board Trustee, she must meet the criteria for World Board Trustees and comply with the Code of Conduct and related governance policies.

The Regional Chair's World Board responsibilities require considerable time and attention over and above those as Regional Chair. Therefore, each Regional Chair is advised to carefully evaluate and balance her extensive duties to WAGGGS with her professional and personal commitments and wisely delegate when appropriate.

Regional Vice Chair

When the Regional Chair is unable to attend a World Board meeting by conference call or in person, the Regional Vice Chair will represent the Region and retains the Regional Chair's right to vote. She will also need to be compliant with the Code of Conduct and related governance policies for Board Trustees.

In addition, the Regional Vice Chair plays a lead role in fostering cohesiveness and coordination within the Committee as well as in identifying, recruiting, developing and retaining key Regional volunteers in conjunction with colleagues on the Regional Committee and Membership staff as well as the leaders of MOs.

REGIONAL COMMITTEE MEMBER PERSON SPECIFICATION

It is anticipated that each Committee member will bring a valuable portfolio of knowledge, talent and expertise to maximize the benefit of WAGGGS' tools, resources and connections for MOs. In order to advance the progress, unity and growth within and across Regions, it is highly desirable for Regional Committee members to collectively have skills and knowledge directly relevant to the stated Deliverables. To apply this collective capacity to full advantage, Regional Committee members should make every effort to be accessible, flexible and responsive, particularly during periods of peak demand and production, such as preparation and execution of regional events, launch of new programmes and/or partnerships, or preparation for World Conference.

Regional Committees are also strongly encouraged to recruit, develop and maintain strong teams of skilled volunteers at the regional level to supplement the expertise and bandwidth available to support MOs—as well as to build a diverse and inclusive pipeline of future regional leaders.

Given the significant impact of regional leadership, it is very important that the Regional Committee remains well-rounded, well-informed, highly motivated and actively focused on delivering opportunities for MOs within established timeframes and budgets.

Skills and experience

In our candidates we are looking for individuals who have skills and experience in some, but not necessarily all, of the following areas:

- Strategic planning and visioning (developing a plan, goal, or vision for the future)
- Governance and/or legal expertise
- Fund development
- Financial management, accounting and/or risk management
- Leadership and leadership development (experience in supporting and developing leadership in others). An understanding of WAGGGS Leadership Model is desirable.

- Positive influencing and advocacy
- Non-formal education
- Diversity and inclusiveness
- Conflict resolution
- Marketing and Brand promotion
- Communications, public relations and/or social media
- Data collection, data analysis and/or outcomes research and evaluation
- Information technology tools, systems and applications
- Internal and External Partnerships
- Skills/experience in working in international/global/cross-cultural settings.
- An understanding of:
 - the World Association, its Mission, Vision and Goals
 - the complex and diverse Regional context in the WAGGGS setting
 - the varied organisational structure of Member Organisations.

Personal abilities and attributes

Everyone is unique and has different strengths, personal abilities and attributes. The list below is not an exhaustive list, but gives a sense of some of the abilities and attributes that we are looking for in our Regional Committee members:

- Ability to think both critically and creatively
- Ability to be flexible and open to new opportunities or ways of working
- A collaborative approach
 - able to listen and learn from others
 - able to see things from different perspectives and appreciate diverse points of view
 - able to work effectively as part of a team of volunteers and staff
 - an appreciation of cultural diversity
- Ability to inspire and mobilise others
- Strong communication/public speaking/facilitation/presentation skills

ADDITIONAL SKILLS AND EXPERIENCE REQUIREMENTS FOR THOSE ELECTED AS REGIONAL CHAIR AND REGIONAL VICE CHAIR

The ability to use English as a working language, to read and understand prepared documents and to fully participate in discussions on complex topics is a requirement for World Board members. Therefore it is required for anyone elected from amongst the Regional Committee who undertakes the role of Regional Chair. This is because an important part of the World Board's role involves governance and ensuring compliance with English Charity Law, and other relevant legislation or regulations.

In order to deputise for the Regional Chair as needed at World Board meetings, the ability to use English as a working language is also highly desirable for the Vice Chair.

GUIDANCE ON COMPLETING THE REGIONAL COMMITTEE NOMINATION FORM

IF YOU ARE A MEMBER ORGANISATION

Please send to Nominees:

- Copy of this Nominations Booklet
- Completed Part A of the Regional Committee Nominations Form
- Part B of the Regional Committee Nominations Form for completion
- Part C (the clearance form) ONLY if the nominee is not a member of your own Member Organisation

IF YOU ARE A NOMINEE

Please complete and return the following:

- Regional Committee Nomination Form Parts A and B
- A recent photograph (portrait photo in either JPEG or TIF format)
- A short video of yourself (see guidance notes below)
- Part C (the clearance form) ONLY if you are NOT a member of the Member Organisation which nominated you

When completed, please return your form, to arrive no later than **17:00 (UTC) on 14 February 2019**, to:

Email: governance@waggggs.org

Post: CONFIDENTIAL – REGIONAL COMMITTEE NOMINATIONS (AP)
WAGGGS World Bureau,
Olave Centre, 12c Lyndhurst Road
London, NW5 3PQ
United Kingdom.

Helpful guidance on submitting a short video as part of the nomination process

As part of the nomination process please submit a short video of yourself, no longer than three (3) minutes in length. Your video should contain the following information:

- Introduce yourself – your name and which MO you come from
- Tell us why you would like to become a member of the Regional Committee

This will be shared with Full Member Organisations in your region before the Regional Conference as part of the election process.

Your video does not need to be professional or sophisticated. We would simply like to hear about why you would like to become a member of the Regional Committee.

We can accept a wide variety of formats including MP4, WMV, MOV, AVI etc. You can send your video as an attachment in an email with your nominations form. However if the file size of your video is very large (above 10MB) you may find it easier to send your video by WeTransfer (a free online service for sending large files), Dropbox or Google Drive, or potentially on a memory stick/flashdrive.