TERM OF REFERENCE OF FRIENDS OF ASIA PACIFIC WAGGGS (FAPW)

Purpose

a. FAPW raises funds to support the development of Girl Guiding and Girl Scouting in the Asia Pacific Region.
b. FAPW provides support for the promotion of WAGGGS Mission in the Asia Pacific Region.

Membership

a. Membership of FAPW is open to any individual, corporation, foundation or other organization without distinction of nationality, culture, creed or religion.
b. Categories of FAPW membership and donations are as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Donation (GBP) from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crystal</td>
<td>40</td>
</tr>
<tr>
<td>Silver</td>
<td>80</td>
</tr>
<tr>
<td>Gold</td>
<td>200</td>
</tr>
<tr>
<td>Diamond</td>
<td>300</td>
</tr>
<tr>
<td>Titanium</td>
<td>500</td>
</tr>
<tr>
<td>Platinum</td>
<td>700</td>
</tr>
<tr>
<td>Major Donor</td>
<td>1,000</td>
</tr>
<tr>
<td>Corporate Plan</td>
<td>From 500</td>
</tr>
</tbody>
</table>

c. Donations are collected and paid to the Asia Pacific Region at the time of admission or upgrade.
d. Members may upgrade their category of membership by paying the difference between the amount already paid and the new category.
e. Crystal Level is only for those below 18 years of age. Membership of the Crystal Level shall lapse if the girls do not upgrade to Silver upon 18 years old.

Membership through Olave Baden-Powell Society (OBPS)

a. An individual donor who has already donated £6,000 or equivalent over a period of time to FAPW is eligible to become an OBPS member. OR
b. An individual donor who has donated £1,000 or equivalent and plans to make ongoing donations to FAPW can commit to making 5 further donations of £1,000 over the next 5 years (or less) and in doing so become an OBPS member. In this case, the donor must provide evidence of these donations to OBPS who will update their records accordingly.

Organization of FAPW

FAPW Working Group

a. The general administration and organization of FAPW is undertaken by a committee called “FAPW Working Group”. Members of the Working Group are elected at a General Assembly and names submitted to the Asia Pacific Regional Committee for approval.
b. Besides Working Group members, other appointments may be recommended by the FAPW Working Group for approval by the Asia Pacific Regional Committee. These appointments may include but not be limited to, the position of Patron.
c. There is no term for the Patron but a Patron may be invited to commence the role at the commence ment of each triennium. A nomination for a new Patron shall be approved by the Asia Pacific Regional Committee.
d. Each WAGGGS triennium a General Assembly of FAPW is held in a country of the Asia Pacific Region where there is FAPW membership. FAPW Country group may offer to host an assembly. At each assembly the decision is announced where the next event will be held.
e. FAPW is generally invited to hold a gathering of members in conjunction with the Asia Pacific Regional Conference called the FAPW Gathering.
f. Services of WAGGGS staff support shall be available to FAPW at the discretion of the Chief Executive of World Bureau.

FAPW Country Groups

a. FAPW is a self-administering group responsible to the Asia Pacific Regional Committee.
b. FAPW from each country of the Asia Pacific Region is encouraged to administer and promote FAPW in that country on an ongoing basis. FAPW members within the country may choose to appoint a Country Co-ordinator from amongst the FAPW members. If there is no one to take up this role, the Member Organization is to appoint a person to receive and disseminate information on behalf of FAPW. This person is called the Country Contact. She may be the International Commissioner of the Member Organization.
c. FAPW from country not in the Asia Pacific Region will be administered by the FAPW Working Group.
d. The Country Coordinator works closely with the Asia Pacific Regional Committee and the Member Organization. The Country Coordinator is responsible to report any Friends activities in the country to the Working Group Contact person.

Member Organizations of the AP Region

a. Member Organizations work closely with the Asia Pacific Regional Committee to support the FAPW country group.
b. Member Organizations will appoint the International Commissioner (or equivalent) as the FAPW Country Coordinator if there is none appointed by the FAPW country group.
c. FAPW in each country group must open a bank account if donations collected are not transferred immediately to the Asia Pacific Region. Member Organizations will assist the FAPW country group to open a FAPW sub-account linked to the Member Organization’s account.

Structure

FAPW Working Group

a. FAPW Working Group consists of six members of FAPW – one of whom will be elected by the Working Group to be Chairman for the triennium.
b. All members of FAPW are eligible for appointment to the FAPW Working Group.
c. All members of FAPW Working Group shall serve for two terms of three years each. A member of the Working Group may serve for a maximum of six years.
d. In the event that a member resigns or leaves for any reason before the completion of the term of office, a replacement will be appointed by the Asia Pacific Regional Committee on the recommendation of the Working Group, to complete the term of office of the member being replaced. This appointed member shall be nominated and elected as a Working Group member at the following General Assembly to enable her to continue to serve as a member of the Working Group. If elected as a member of the Working Group, her term of office shall begin from the date of the said General Assembly.
e. FAPW Working Group consists of six members of FAPW – one of whom will be elected by the Working Group to be Chairman for the triennium.

Duties of Chairman of FAPW Working Group

a. Chair meetings of FAPW and the FAPW Working Group, and ensure decisions of the meetings are formalized and recorded.
b. Co-ordinate the work of the members of the FAPW Working Group.
c. Submit to Asia Pacific Regional Committee for appointment, the names of members and Chairman elected to the FAPW Working Group by FAPW.
d. Prepare and submit yearly reports to the Asia Pacific Regional Committee.
e. Maintain cooperation and communication with the Asia Pacific Regional Committee FAPW Liaison Person and Regional Director, Asia Pacific.
f. Invite the Asia Pacific Regional Committee to attend the General Assembly.
g. Invite the FAPW Liaison Person on the Asia Pacific Regional Committee to attend FAPW Working Group meetings.
h. The Chairman or a designated member from FAPW Working Group may be invited to attend an Asia Pacific Regional Committee meeting. In such cases, expenses will be fully borne by the Asia Pacific Region.

Duties of FAPW Working Group

a. Determine the membership fees for FAPW members.
b. In consultation with the Asia Pacific Regional Committee, identify and pursue funding opportunities.
c. Periodically review all promotional and other materials relevant to FAPW, including the publication of the half yearly FAPW newsletter
d. Meet at least once per triennium, preferably during FAPW General Assembly, a gathering or at other events when members may be in attendance.
e. At times outside meeting and when meetings are not possible, work will be carried out by various means of communication.
f. Organize and implement the triennial FAPW General Assembly
g. Coordinate with the FAPW Country Group and Asia Pacific Regional Committee to implement the FAPW Gathering
h. Plan and conduct elections for new Working Group members at each General Assembly. Submit names to Asia Pacific Regional Committee for appointment as FAPW Working Group members.
i. Provide a report to the Asia Pacific Regional Committee annual meeting.
. Provide a report to the Asia Pacific Regional Committee for the Regional Conference
k. Submit an annual statement of accounts, including event accounts, and budget to the Asia Pacific Regional Committee annual meeting.

Financial Management

a. The Asia Pacific Regional Committee is the decision-making body for use of funds raised by FAPW.
b. All membership donations collected are held in the Asia Pacific Region FAPW account at the World Bureau.
c. FAPW events must be self-sufficient to cover the cost of the event. Surplus must be deposited into the Asia Pacific Region FAPW account at the World Bureau.
d. The Asia Pacific Regional Committee allocates up to GBP5,000 per triennium for use as operational expenses (includes production of membership certificates, pins, plaques, printing of promotional materials, etc.) of FAPW including transport expenses of the Chairman of FAPW Working Group to attend the FAPW General Assembly.
e. All operational costs must be advised to and authorized by the Asia Pacific Regional Committee.

FAPW Country Groups

a. FAPW country group must transfer all donations collected to the Asia Pacific Region as soon as possible but not later than 6 months after the collection
b. FAPW country group may open a FAPW bank account linked to the Member Organization. Donations not transferred immediately must be kept in this account.

Promotion

a. Materials produced by FAPW, including media materials, souvenirs, gifts, merchandise items which contain WAGGGS logo must be authorized by the Communications Team at the World Bureau.
b. FAPW may submit interesting articles to the AP Link News.
c. All FAPW circulars must be reviewed by FAPW Liaison Person on the Asia Pacific Regional Committee and will be distributed through World Bureau.
Uniform
a. The Chairman of FAPW Working Group is entitled to wear the World uniform for the term of her office. Unless explicitly stated by the World Board, no other Friends are entitled to wear the World uniform.
b. FAPW Working Group is entitled to design t-shirts or shirt or insignias for the group which may include the FAPW logo. All designs must be authorized by the Asia Pacific Regional Committee.

Amendment and Authorization
a. The Asia Pacific Regional Committee is the decision-making body of FAPW Working Group and FAPW in matters pertaining to FAPW Terms of References.
b. Whenever possible and practicable, proposed amendments will be referred to the Asia Pacific Regional Committee for comment before decision. The Asia Pacific Regional Committee may recommend amendments to the Terms of Reference.

Guidelines first approved 2008
Amended Apr 2011
Amended in July 2012
Reviewed Mar 2013
Reviewed Sept 2013
Next review in 2014