



Duties and Responsibilities

Framework for P2A Country Chapters

Introduction & Objectives: P2A Country Chapters aim to build the capacity for developing Knowledge, Understanding and Respect amongst the youth in the ASEAN Community. Chapters aim to engage and empower all stakeholders, building an Association that truly belongs to the ASEAN Community. They drive the local community and represent the interest of members in the country. Chapters are a vehicle for growth and development that is tailored to national customs, norms and regulations. Above all, country chapters are the leaders of P2A on the national level whom members and organizations will look to for guidance and coordination.

1. **Qualification & Duration:** Chapters are hosted by Ordinary Members with exemplary engagement in P2A. The permission to host a chapter is issued by resolution of the Board of Directors and renewed bi-annually with the consideration of the Board and the host.
2. **Authorization & Representation:** Ordinary Members who host a chapter and meet the criteria in the Framework for Appointing Board Members may be invited to the Board of Directors. The invitation shall be issued by resolution of the Board to the highest ranking official in the institution.
3. **Additional & Optional Roles:** Ordinary Members who host a chapter may be appointed to chair one or more of the committees for Academic Quality, Compliance, Finance, Technology, Communications, Students Affairs etc. Changing the host of a chapter does not affect the appointment as committee chair or member of the Board
4. **Governance:** Chapters are governed by the Board of Directors and the Articles of Association and guided by the directives from Secretariat and management. Chapters shall collaborate and align their activities with other chapters in the region.
5. **Resources & Financial Obligation:** Chapters shall contribute the resources for establishing and sustaining the chapter, including manpower, facilities and operational costs, as well as attending 3-4 management meetings per year in the region. Chapters may seek sponsorship for local activities and events but may not raise fees or otherwise charge members.
6. **Implementation:** Chapters shall submit an annual plan to the Board in accordance with the annual plan of the Association. The plan shall outline the vision for the country, a strategic plan and a financial overview.



7. **Duties & Responsibilities:** Ordinary Members who host a chapter have great commitment and understanding of P2A and the local community which shall guide each chapter beyond the suggested duties and responsibilities
- a. Review of membership criteria and applications, in conjunction with the Secretariat
 - b. Recommendation and promotion of P2A to potential new members
 - c. Coordination and cooperation with local government and higher education authorities, to promote the interests of the chapter and Association
 - d. Hosting at least one major P2A conference, event or meeting per year
 - e. Hosting interested parties who wish to meet with local leadership
 - f. Contributing and advising on long-term strategy and policy to the Board of Directors
 - g. Establishing a legal entity, if needed, to conduct business in the country
 - h. Attending the annual general meeting and the meetings of the Board
 - i. Ensuring, with reasonable efforts, that members adhere to the principles, articles and framework of the Association
 - j. Raising, with reasonable efforts, funds from local government and businesses to sustain the Association and to support regional activities and events
 - k. Disseminating reports and information to keep members informed and engaged
 - l. Providing training and activities to build capacity at local members, with emphasis on training and communication with P2A coordinators
 - m. Taking record of events, activities and mobility programs within the country
 - n. Preparing reports for the annual general meeting and the meetings of the Board