

Royal Ambassadors of Nigeria
Terms of reference for various committees

General Terms of Reference for Committees

1. Committee chairmen are not automatic members of the council
2. Each committee shall meet as practicable as possible to appraise the responsibility given to it.
3. All committees shall ensure that all assignments given to her by the Marshal and/or the R. A. Council is judiciously undertaken.
4. Chairmen of committees shall give the R. A. Council update on activities of the committee from time to time.
5. All committees shall present its documented recommendation(s) to the R. A. Council for ratification after due consultation with the Marshal through the Royal Ambassadors secretary.
6. Appointment of members of the committees shall be subject to review from time to time as deemed necessary by the Marshal and approved by the R. A. Council.
7. In the conduct of the affairs of each committee, the chairman shall be responsible for the proper dissemination of information and assignment of duties to members.
8. The principle of collective responsibility shall apply to all decisions of each committee.
9. Each committee shall do all things to guarantee the effective achievement of the purpose for which it was constituted.
10. The Marshal shall serve as ex-officio to all committees.
11. Each committee shall regulate its proceedings.
12. Committees shall ensure physical meetings coincide with National programmes.

Literature Committee

- Shall plan, prepare and come up with our literatures in consultation with the MMU Director to be used for our programmes annually
- Shall ensure that the "Gifted Hand" be ready before the end of January before our first Council meeting in February and "Christ Ambassador" before the annual National MMU Congress (which is expected to be part of MMU pack at production cost).
- Shall source for resource persons within and outside the body to develop these literatures
- Shall ensure the spiritual contents of our literatures are intact and promote the RA work and Baptist denomination and its doctrines
- Shall carry out any other assignment given to them by the Marshal/Council

Historic Centenary Library Committee

- Shall develop a suitable framework for the establishment of a Historic centenary Library in our National RA headquarters
- Shall continually collate our literatures used now and over the years to stock up the library

- Shall manage the library after its establishment to ensure the security of the literatures and any other item in stock
- Shall periodically review all historic materials
- Shall carry out any other assignment given to them by the Marshal/Council

Disciplinary Committee

- Shall be given the authority to punish and vindicate offenders based on the final approval of the Council
- Shall look into all reported cases/ allegations of wrong doing and make its submission know to the Council for ratification and implementation
- Any person against whom an offense is alleged shall have the privilege of fair hearing from the committee
- Shall carry out any other assignment given to them by the Marshal/Council

Material Committee

- Shall initiate, design and produce all RAN uniform material and accessories.
- Shall periodically review the above and come up with recommendations to the Council for change, termination or continued production
- Shall recommend and finally fix price tags for all materials and accessories.
- Shall periodically review producers of RAN Materials, give license for producing and agree on production cost with the producers
- Shall ensure all materials produce meet up with the required standard as enshrined by RAN
- Shall find every way possible to end illegal production of all our materials and bring such illegal producers to book.
- Shall carry out any other assignment given to them by the Marshal/Council

Ethics and Etiquette Committee

- Shall come up with a viable Code of Ethic/etiquette for the RAN and always keep it under review
- Shall work with resource personnel for the teaching and learning of good ethics and etiquette during our national programmes.
- Shall draw the administrative structures and Organogram for communication and passage of information in the organization
- Shall provide direction when requested by the organization on ethical matters that fall within their delegated authorities.
- Shall consider policy frameworks which may be developed to facilitate a more consistent and appropriate application of the Code of Ethics for the organization.
- Shall consider any ethical matters that might be submitted to it for review by Council.
- Shall strive to instill good dress discipline and appearance always of members of the organization at all times
- Shall carry out any other assignment given to them by the Marshal/Council

National RA Band

- Shall be in charge of all band activities of the body at the National level
- Shall source for and maintain a register of National RA band members from all over
- Shall carry out periodic trainings and seminars for members to keep them up with current band practices around the world
- Shall recommend and see to the provision of hardware for the National Band and see to their regular maintenance
- Shall always work with the National Commandant and Committee to ensure to the smooth running of National parade and events
- Shall come up with standard rhymes and rhythms of tunes for the RAN
- Shall carry out any other assignment given to them by the Marshal/Council

Centenary Project Committee

- Shall carry out the continuous execution of our centenary project until its completion
- Shall ensure the above is carried out in line with the required standard in line with the State
- Shall procure all materials and accessories to the completion of the project
- Shall carry out any other assignment given to them by the Marshal/Council as regards the centenary project

Programme Planning Committee

- Shall prepare and plan our annual programme calendar annually and ensure its publication as at when due
- Shall be saddled with the responsibility that these planned programmes are executed as required
- Shall interface with the MMU, sister organizations and Nigerian Baptist Convention to ensure there are no clash of planned programmes
- Shall ensure planned programmes are provided to the Baptist press to be included in the annual Baptist Calendar
- Shall carry out any other assignment given to them by the Marshal/Council as regards the centenary project

Ranking Committee

- Shall plan, design and prescribe RA ranking materials
- Shall be in charge of ranking activities in the Royal Ambassadors of Nigeria
- Shall plan the ranking calendar of the body for every year and see to its full execution
- Shall manage all ranking activities at all levels of the organization
- Shall directly plan and carry out exams, mission exercise, project submission and defense and promotion to the rank of Ambassador plenipotentiary.
- Shall carry out any other assignment given to them by the Marshal/Council

Missions Committee

- Shall plan, prepare and execute all our mission activities of RAN annually
- Shall manage all mission activities at all levels of the body to ensure there are no clash
- Shall gather mission report from all levels of the body and recommend best mission performances to the Council annually for honours.
- Shall plan, supervise and see to the execution of all mission and spiritual programmes at all levels.
- Shall carry out any other assignment given to them by the Marshal/Council

Anti-Social Vices Club

- Shall plan programmes against social vices in our society to hold within and outside the Royal Ambassadors activities from time to time.
- Shall organize programmes on the negative effects of STDs, crimes, secret cults and other relevant anti-social activities in consultation with the Council
- Shall carry out any other assignment given to them by the Marshal/Council

Finance Committee

- Shall be in charge of the finances of the organization and its management.
- Shall source for funds from members, chapters, association and conferences and other bodies
- Shall present annual financial report during our National programme for the year
- Shall plan an annual budget for the organization for every fiscal year.
- Shall design the internal financial control system for the body
- Shall carry out any other assignment given to them by the Marshal/Council

Publicity/Media Committee

- Shall be in charge of all public relations activities of the organization
- Shall manage and run all social media accounts and print media of the organization
- Shall endeavor to always portray the image of the organization at all times through all media
- Shall interface and work with all media from outside who want to have dealings with the organization
- Shall carry out any other assignment given to them by the Marshal/Council

Empowerment/ Networking Committee

- Shall reach out to all highly placed Baptist men and women in the society in a bid to device means of empowerment for members of the RAN
- Shall have a register of members of the organization who are job seekers, have special skills and others for quick reach in times of openings
- Shall liaise with the government, corporate bodies and others from time to time to source for openings or other means of engagement for the members of the organization

- Shall manage all preparations for letters of recommendations from the organization for members of the organization where necessary.
- Shall use all possible means of networking across the nation to assist the members of the organization for admission, scholarships, job openings, career development, recruitment etc.
- Shall carry out any other assignment given to them by the Marshal/Council

Parade Committee

- Shall prepare, manage and execute all parade functions of the organization
- Shall ensure they are always abreast with current standards in parade drills and see to its usage within the organization
- Shall always ensure to the physical and mental fitness of members of the organization in all national programmes
- Shall work with various resource personnel and bodies to bring their source of wealth as regards physical trainings and activities during our national programmes
- Shall work with the National RA band and its leadership to ensure its viability during national events
- Shall draw up programme of activities as regards any parade programme during national programmes
- Shall carry out any other assignment given to them by the Marshal/Council

NAUVO

- Shall be the liaison between the NAUVO and RAN
- Shall be or organize representatives for the body during all NAUVO programmes
- Shall always give reports and recommendations to the organization on NAUVO matters
- Shall work with all sister organizations and bodies of NAUVO on behalf of RAN to ensure its smooth functionality.
- Shall carry out any other assignment given to them by the Marshal/Council

NYCN

- Shall be the liaison between the NYCN and RAN
- Shall be or organize representatives for the body during all NYCN programmes
- Shall always give reports and recommendations to the organization on NYCN matters
- Shall work with all sister organizations and bodies of NYCN on behalf of RAN to ensure its smooth functionality.
- Shall carry out any other assignment given to them by the Marshal/Council



Coun. Bitebo Eregoba (Post Plen.)

Marshal, RAN

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