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BOARD RESOLUTION

**CREATION OF COMMITTEE ON COMMUNICATIONS AND CREATIVES (CCC)
AND APPOINTMENT OF A CHAPTER DIRECTOR FOR FISCAL YEAR 2024-2025**

CHAPTER BOARD RESOLUTION NO. 02

We, the Chapter Board of Directors of the UAP Qatar LLC (G) hereby certify that the following resolution of was passed at the meeting held as per the event dates stated in this resolution.

WHEREAS we, the Chapter Board of Directors (CBOD) of UAP Qatar Chapter also known as UAP Qatar LLC(G), through the Chapter President, received on 30 August 2024 the Memorandum Circular No. 16. S. 2024 for Fiscal Year 2024-2025, signed by the UAP National President through All Area Vice Presidents and Regional District Directors of the UAP National with office address 5/F, UAP Building 53 Scout Rallos St. Brgy. Laging Handa Quezon City, Metro Manila Philippines 1103.

WHEREAS the Memorandum Circular No. 16. S. 2024 for Fiscal Year 2024-2025 provides the **REQUEST TO ALL CHAPTER PRESIDENTS TO CREATE A COMMITTEE ON COMMUNICATIONS AND CREATIVES (CCC) AND APPOINT A CHAPTER DIRECTOR FOR THE FISCAL YEAR 2024 -2025** pursuant to NBD Resolution No. 40, S.2024-2025, a “RESOLUTION APPROVING THE PROPOSED CREATION OF COMMITTEE ON COMMUNICATIONS AND CREATIVES (CCC) IN THE CHAPTER LEVEL AND APPOINTMENT OF ITS CHAPTER DIRECTOR”

WHEREAS pursuant to NBD Resolution No. 40, S.2024-2025, all Chapter Presidents are to appoint Chapter Director for the CCC, with the following Duties and Responsibilities of the said Committee:

COMMUNICATIONS:

1. Under the guidance of the Chapter Board of Directors thru the Chapter Secretary, the CCC Director creates means of communications to the members and the general public that concerns the professional organization, its members, and the architectural profession.
2. Develops ideas that will promote the objectives of the organization and its chapter members.
3. Prepares written communication about the chapter’s official events and activities to promote the organization and its objectives.
4. Actively engages in meetings set by the National CCC.

CREATIVES:

1. Develops visual tools to complement and communicate the message of the Chapter to its members and the general public.
2. Creates artistic and professional visual material to help the chapter deliver a unified, coordinated, and appealing image and branding.



UAP QATAR CHAPTER FISCAL YEAR 2024-2025

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3. Regulates and ensures that the guidelines on the proper use of the chapter logo is properly followed and implemented.
4. Engages actively in meetings set by the National CCC.

MULTIMEDIA:

1. Distributes the message of the UAP National and the Chapter to its members and the public through traditional and digital media.
2. Coordinates the different information distribution platforms of the organization to deliver a unified message to its members.
3. Creates linkages between the Chapter and multimedia entities and platforms to effectively spread information about the profession and the organization.
4. Regulates and ensures that ethical protocols in any form of communications are properly implemented.

WHEREAS pursuant to NBD Resolution No. 40, S.2024-2025, the said Committee shall operate in the following directions:

(a) The Chapter committee will assist the Commission on Communications and Creatives headed by Executive Director Ar. Maribel V. Monilla-Collado, in organizing, coordinating, and distributing concise, timely, and impactful information about the activities of the national and the architectural profession to the chapter members and the public.

(b) The committee shall be comprised of three subcommittees:

1. Communications
2. Creatives
3. Multimedia

This Committee shall maintain regular communication with the Commission on Communications and Creatives to align the chapter programs and initiatives on communication, creatives, and multimedia with the objectives of the National.

(c) The chapter secretary has direct control over the CCC chapter level.

WHEREAS the Memorandum Circular No. 16. S. 2024 for Fiscal Year 2024-2025 requires the submission of Chapter Director details to be submitted to the UAP National's Commission on Communications and Creatives on 12 September 2024 to be included in the group chat and email loop where the UAP Qatar Chapter can send projects and concerns for wider dissemination.

Now therefore,

RESOLVED that we, the Board of Directors of UAP Qatar Chapter also known as UAP Qatar LLC(G), in the BOD Meeting no. 6 conducted on Oct. 10, 2024, have agreed the **Creation of Committee on Communications and Creatives (CCC)** effective on Dec. 30, 2024 in compliance with the Memorandum Circular No. 16. S. 2024 for Fiscal Year 2024-2025 and pursuant to NBD Resolution No. 40, S.2024-2025.

FURTHER RESOLVED that the **Appointment of Chapter Director** (Fiscal Year 2024-2025) of **Committee on Communications and Creatives (CCC)**, as a requirement of the said Memorandum, was agreed, and said position was given by appointment by the Chapter Board of Directors to **Ar. Nikita Eufe P. Usual** with whom the



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Chapter recognizes as a person befitting to the position in accordance with her experience, portfolios and in leading the support to the Chapter in line with Communications, Creatives and Multimedia.

FURTHER RESOLVED that the said Appointment to Ar. Nikita Eufe P. Usual as the Chapter Director (Fiscal Year 2024-2025) of Committee on Communications and Creatives (CCC), including the duties and responsibilities of such position in accordance with the Memorandum Circular No. 16. S. 2024 for Fiscal Year 2024-2025 was relayed to Ar. Nikita Eufe P. Usual and is accepted.

FURTHER RESOLVED that the Chapter President, in compliance with the Memorandum Circular No. 16. S. 2024 for Fiscal Year 2024-2025, submitted on 12 September 2024 via Google Form the details of Ar. Nikita Eufe P. Usual, the Chapter Director of CCC to the UAP National's Commission on Communications and Creatives to be included in the group chat and email loop where the UAP Qatar Chapter can send projects and concerns for wider dissemination.

A copy of Memorandum Circular No. 16. S. 2024 is attached in this Board Resolution as Appendix 1.

IN WITNESS WHEREOF, we have hereunto signed this Board Resolution this 30th day of December 2024 in Doha, State of Qatar.

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Vice President For Operations

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Attested By:

Arch./EnP. Jayson Z. Santos, UAP, PIEP, MsCM

Chapter President

UAP Qatar Chapter FY 2024-2025`

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