

A GUIDE TO

**EXECUTIVE
COMMITTEES
FOR
YOUNG PEOPLE.**

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Editors Notes:

Although in some parts of the British Isles Scout Counties are known as Areas or Islands -or in one case Bailiwick- for ease of reading this publication simply refers to County/Countries/Countries. In Scotland there is no direct equivalent for County of Area.

In Scotland, Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, while others lie with Scottish Districts.

Different regulations apply to charities in different parts of the UK. The guidance given about trusteeship in this publication is general advice, provided by the Charity Commission for England & Wales (which regulates charities in England and Wales). The Office of the Scottish Charity Regulator (OSCR) regulates charities in Scotland, and the Charity Commission for Northern Ireland regulates charities in Northern Ireland. If you would like specific information or support you can contact your Country Headquarters.

This booklet is designed to help young people starting their role on Executive Committees.

It should not be seen as a technical guide, but should point you in the right direction when getting started in the role. Policy, Organisation and Rules of The Scout Association (POR) contains the up-to-date rules of The Scout Association, and can be found at www.scouts.org.uk/por

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Contributors: Hannah Winslade, Owen Ward

Introduction

Our Executive Committee's play a vital part in the day to day running of local Scouting. They oversee the local charity, making sure that it continues to carry out the purpose for public benefit, that equipment and money the charity owns is used correctly for the good of the charity and important decisions are made to make sure the charity continues to run within the rules. As a Young Person in The Scout Association, its important you can be represented and be engaged in decision making at all levels.

Can I be a Trustee?

All members of Executive Committees are charity Trustees which hold important legal responsibilities and requirements. You cannot be a member of the Executive Committee if you are disqualified from being a charity Trustee by the Charities Act.

POR Rule 13.1 sets out who may not act as a Trustee. In summary, a person may not be a Trustee if they:

- are under 18 years of age
- have been convicted of an offence involving deception or dishonesty
- are an undischarged bankrupt or are subject to an IVA (individual voluntary arrangement)
- have been removed as a trustee by the Charity Commission in the part
- are disqualified from being a company director

Anybody else can be a Trustee within Scouting. As of March 2016, all Youth Commissioners are ex-officio members of their local District or County Executive Committees. All District and County Executives should have at least two young people (18-25 year olds) on them -and one of these could be you.

If you are under 18, you cannot act as a Trustee. However, you can have a full role in any sub-committee of the Executive Committee.

What would my role within the Committee be?

You are there to fulfil the role of Trustee (detailed below) to make decisions for the safe running of your local Scouting.

If you are the Youth Commissioner, you should be there as the youth voice. Consider bringing feedback you have received from around the area in forming your decision to vote or surveying members on specific topics before the meeting. Ask if you can include Youth Shaped Scouting on the agenda, to engage the members of the committee with what you are doing.

If you are not the Youth Commissioner, unless you wish to, you do not have to represent the young people. Instead, use your skills to aid conversations.

All members of Executive Committees are of 'equal worth' and shouldn't be treated any differently from the other committee members. If you are, you should talk to your District or County Commissioner about how you can ensure everyone around the table respects you.

The Role of Trustee

The Charity Commission for England & Wales outlines the main responsibilities and duties of Trustees as follows:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charities' governing document (in Scouting this is POR) and the law
- Act in your charity's best interests
- Ensure your charity is accountable
- Manage your charity's resources responsibly
- Act with reasonable care and skill

The various charity regulators provide some helpful publications to provide useful supporting information to help explain the role of a charity Trustee. These include-

Charity Commission for England & Wales

CC3 - *The Essential Trustee: What you need to know, what you need to do*

RS23 - *A Breath of Fresh Air: Young People as Charity Trustees*

These publications can be found on the Charity Commission for England & Wales website:

www.gov.uk/government/organisations/charity-commission

OSCR

Guidance and Good Practice for Charity Trustees

Guidance for Charity Trustees – easy read guide

These publications can be found on the OSCR website:

www.oscr.org.uk

Charity Commission for Northern Ireland

CCNI EG024 – *Running Your Charity*

This publication can be found on the Charity Commission for Northern Ireland website:

www.charitycommissionni.org.uk

Why should I become a Trustee?

Being a Trustee within Scouting is an exciting new challenge, which can give you the opportunity to develop a unique skillset from other volunteer roles within the Association. While being well supported on an Executive Committee, you will be able to see benefits to yourself in becoming a local charity Trustee. These might include:

- acquiring experience and skills you might not otherwise have the opportunity to gain until much further into your education or career
- your CV and/or university application forms will benefit
- you are able to help shape the development of Scouting both locally and nationally

By being a young person on an Executive Committee, you can help to aid Scouting by:

- allowing the Association to take on board new ideas and perspectives
- having our decision-making boards more diverse and representative of the membership
- enabling us to be more youth shaped in partnership with adults in all parts of the association - not just in leadership or management roles

What support can I get?

We are aware that being a Trustee of a charity may appear daunting at first, but with the right support, we know young people can become invaluable members of the team.

It would be helpful for you to be paired up with a mentor: this will be someone who you can turn to for help and support as you develop into your role. You should talk to your line manager about finding an appropriate mentor. Alternatively, if you have someone in mind, then why not approach them and ask if they would be happy to take on that role for you. We won't just throw you in the deep end either - there is full training available for taking up a Trustee role. On taking up a place on the Executive Committee, you should complete the module *Essential Information for Executive Committee Members*, and get this validated by your Training Adviser. If you would like to develop your knowledge further, there is also a suite of optional training especially for Executive Committee members. Please speak to your County Training Manager about this if you wish to find out more.

Discover more about training opportunities here:

www.scouts.org.uk/learnersresources

You can also join our online community of Trustees from across the country by searching 'Trustees in Scouting' on Facebook: www.facebook.com/groups/trusteesinscouting

Getting Started in the Role

Before your first meeting, it might be helpful to contact the Secretary for copies of the previous few meeting minutes to get a feel for the discussions that are normally held. You should get a copy of the agenda and any reading you need to do before the meeting in good time. Ask your Treasurer or Chair about your local Expenses policy. Find out about what the expected time commitment would be -typically, meetings last a couple of hours and are held 6-8 times a year.

The Composition of an Executive Committee

Members of the Executive Committee are either ex-officio (automatically given a place due to their role), elected, nominated or co-opted. The Executive Committee members will be either agreed or elected into the roles by the Scout Council at the Annual General Meeting (AGM).

There are also three key members known as Officers: the Chair, Secretary and Treasurer.

Chair - *leads the meeting, working closely with the relevant commissioner. They will be making sure the meeting stays on track and that everyone is meeting their obligations as a Trustee.*

Contact for:

- The Chair oversees setting the agenda. Therefore, if you would like anything added to the agenda, then you should contact them, to make sure it has a chance to be discussed.

Chair's Name:

Contact Details:

Secretary - *provides administrative support to the Chair.*

Contact for:

- The Secretary sends out the agenda, minutes of previous meetings and relevant supporting documents. You should contact them if you would like to get backdated copies of these, or think you are missing something in preparation for the next meeting or are unable to attend the meeting that is arranged.

Secretary's Name:

Contact Details:

Treasurer - *manages and monitors the financial activities of the charity.*

Contact for:

- Any requests to do with the creation of a budget for projects (these will then need to be approved by the whole Executive Committee)
- If you need to claim any expenses, the Treasurer will usually process these.

Treasurer's Name:

Contact Details:

Ex-Officio Members

- These people have an automatic right to sit on the Executive Committee due to their role

Group Executive Committee	District Executive Committee	County Executive Committee
Group Chair	District Chair	County Chair
Group Secretary	District Commissioner	County Commissioner
Group Treasurer	District Youth Commissioner	County Youth Commissioner
Group Scout Leader	District Secretary	County Secretary
Assistant Group Scout Leader	District Treasurer	County Treasurer
Explorer Scout Leader*	District Explorer Scout Commissioner	
Sponsoring Authority or its nominee	District Scout Network Commissioner	
All Section leaders**		

*if stated in a Partnership Agreement, and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

**subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

Other Members

Appointments to the Executive Committee can be made in one of three ways if you are not an ex-officio member:

- You can be **nominated** by the commissioner and approved at the AGM
- You may stand for **election** at the AGM
- You can be **co-opted** onto the executive committee by the members

You might gain your place on the Executive Committee by any of these methods. However, there is no hierarchy of members, and all should be treated equally.

There must be a quorum of members at a meeting for any decisions that Executive Committee makes to be legally binding.

Jargon Buster

Here's a quick guide to some of the terms, names and acronyms you might come across in an Executive Committee. However, if anything is said that you don't understand, then **don't be afraid to ask**.

ABSL	Assistant Beaver Scout Leader
ACC	Assistant County Commissioner
Accounts	This is a document which the Treasurer produces to show all the other Executive Committee members the financial situation of the charity.
ACSL	Assistant Cub Scout Leader
ACSL	Assistant Cub Scout Leader
Action Points	A list of task from the previous meeting that need to be completed.
ADC	Assistant District Commissioner
AESL	Assistant Explorer Scout Leader
AESL	Assistant Explorer Scout Leader
Agenda	A document sent to committee members ahead of a meeting outlining the topics to be discussed.
AGM	Annual General Meeting - where new Executive Committee officers/members are appointed and the annual report and accounts reviewed.
Annual Report	The document produced by the Executive Committee for presentation at the AGM which will include legally required information and a review of the past year and plans for the year to come.
AOB	Any Other Business – Often seen at the end of a meeting agenda. It is best practice for any other business to be only about urgent items that have arisen after the agenda has been circulated.
ARC	Assistant Regional Commissioner
ASL	Assistant Scout Leader
ASL	Assistant Scout Leader
Board of Trustees	The people who are responsible for the running of a charity. The Scout Association uses the name Executive Committee.
BSL	Beaver Scout Leader
CC	County Commissioner
Charity Trustees	The people who are responsible for the running of a charity. The Scout Association uses the name Executive Committee. In Scotland only OSCR registered charities have Charity Trustees.
Constitution	This is the rules which the Executive Committee must follow. This can be found in Policy, Organisation & Rules and there may be a locally produced document to follow which adds specific local needs to the document of the charity to follow.
Co-opted members	The term used for those people who are asked to join the Executive Committee (normally outside of an AGM) to provide extra skills or knowledge to the team for a period of time.
CSL	Cub Scout Leader
CTM	County Training Manager

CYC	County Youth Commissioner
DC	District Commissioner
DESC (YL)	District Explorer Scout Leader (Young Leaders)
DESC	District Explorer Scout Leader
DSNC	District Scout Network Commissioner
DYC	District Youth Commissioner
EGM	Extraordinary General Meeting – a meeting similar to an AGM but which can be called (in line with the governing document) at any time to consider a significant problem within the charity.
Elected members	The term used for those people who are elected onto the Executive Committee at the AGM; often parent representatives.
ESL	Explorer Scout Leader
Ex-officio	The term used for those roles which are automatically on the Executive Committee such as (but not limited to) the Chair, Secretary and Treasurer roles.
Governing Document	The policies by which the charity is run by and includes the constitution and other rules in Policy, Organisation & Rules.
LTM	Local Training Manager
LYC	Local Youth Commissioner
MDM	Media Development Manager
Minutes	This is a document which the Secretary produces to capture key discussion points, decisions made and outcome of votes.
Module 1E	This is the mandatory training module <i>Essential information for Executive Committee Members</i> .
Nominated members	The term used for those people who are put forward by the Group Scout Leader, or Commissioner to join the Executive Committee.
OGM	Ordinary General Meeting – A meeting called at a time other than when an AGM might happen when a number of important issues are on the agenda that the Scout Council might need to consider.
POR	Policy, Organisation & Rules (of the Scout Association)
Quorum	This is the number of people required to be present at a meeting for votes and decisions to be made. The number should be set at the AGM.
RC	Regional Commissioner – In England a line manager who manages a number of County Commissioners. In Scotland a line manager who manages a number of Districts. In Wales a line manager who manages a number of Area Commissioners.
Regulator	The organisation set up by the Government to support and govern charities. In the UK there are three regulators for different parts of country: The Charity Commission for England & Wales, The Office of the Scottish Charity Regulator and The Charity Commission for Northern Ireland.
Reports	Often verbal updates made at the Committee, but can also be a written report with detail on a topic for Executive Committee members to review.
Scout Council	A body of people who agreed or elect individuals to form the Executive Committee.
SL	Scout Leader or Section Leader

Sub-Committee	A team of volunteers put together by (and report back to) the Executive Committee to complete specific work such as fundraising, building maintenance or organising an event.
TA	Training Advisor
TSA	The Scout Association
YL	Young Leader – An Explorer Scout helping with another youth section. Sometimes confused with an adult leader aged between 18 and 25.