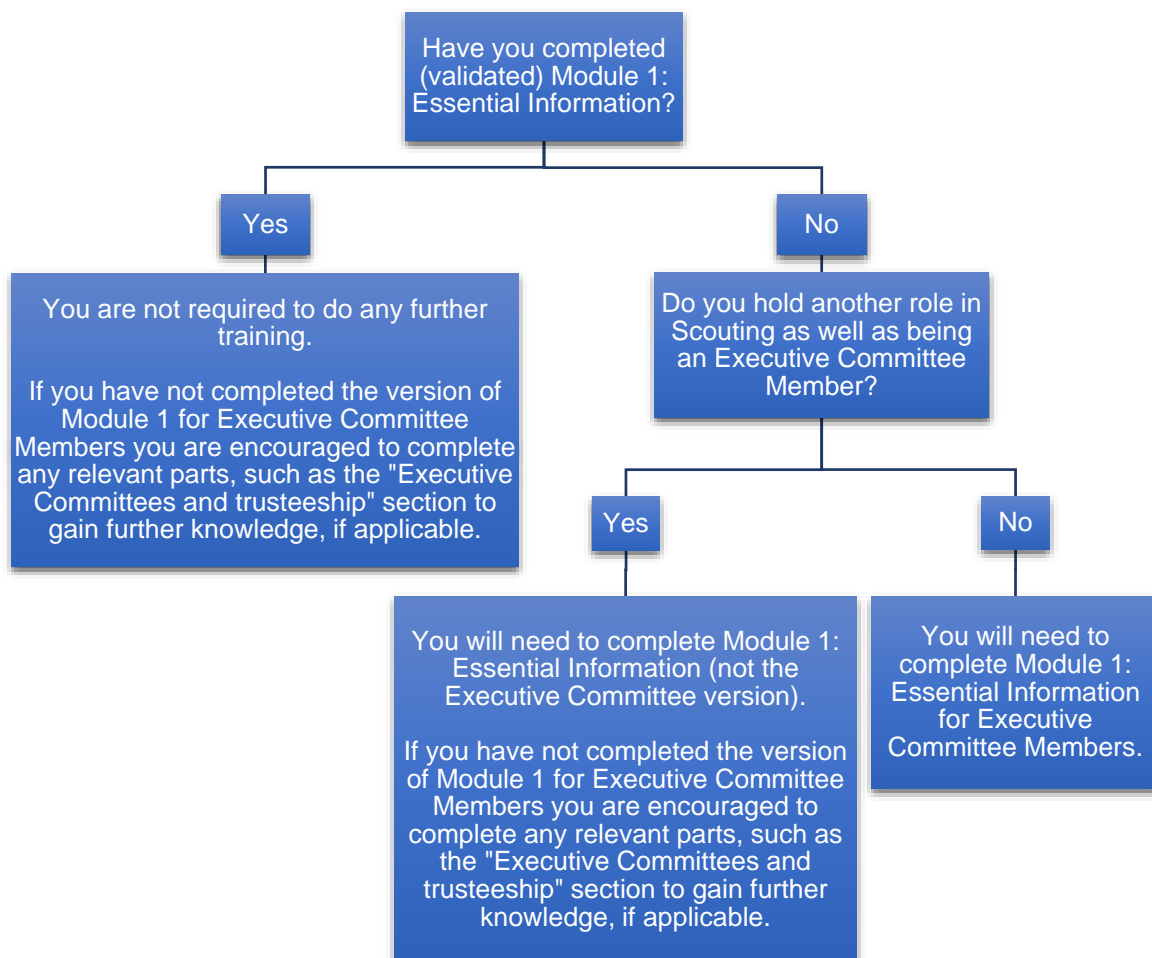


# FAQs - Module 1: Essential Information for Executive Committee Members

## Why is there a new module just for Executive Committee Members?

From an Executive Committee's first AGM after 1<sup>st</sup> January 2016 onwards, all Executive Committee Members will be required to become Members or Associate Members of the Scout Association. More information about the difference between a Member and an Associate Member can be found [here](#). An additional related change is that all Executive Committee Members will be required to undertake training to help them feel equipped to carry out their role effectively. Module 1: Essential Information for Executive Committee Members covers the Fundamentals of Scouting, but also provides more specific information on the responsibilities of Executive Committees and trusteeship. This will be mandatory training for Executive Committee Members from your first AGM after 1<sup>st</sup> January 2016.

## I am becoming an Executive Committee Member, what training do I need to do?



## If an Executive Committee Member has already completed (validated) Module 1: Essential Information do they have to complete Module 1: Essential Information for Executive Committee Members?

No, if an Executive Committee Member has already completed Module 1: Essential Information they do not need to complete Module 1: Essential Information for Executive Committee Members. However we would encourage them to complete any relevant parts, such as the 'Executive Committees and trusteeship' section to gain further knowledge in this area if applicable.

**If an Executive Committee Member has been on the Executive Committee for a number of years do they need to complete Module 1?**

Yes, all members of Executive Committee need to complete Module 1. They will need to complete Module 1: Essential Information for Executive Committee Members, unless they have already completed Module 1: Essential Information.

**If an Executive Committee Member has taken on another role that requires the completion of Module 1: Essential Information do they need to complete it?**

Yes, Module 1: Essential Information will need to be completed if this Module is required for a role, even if the member has completed Module 1: Essential Information for Executive Committee Members. This is because Module 1: Essential Information covers more detailed knowledge in the areas of Safeguarding and Safety.

More information on the changes to Executive Committee membership can be found [here](#).

**Will there be a time limit in which Executive Committee Members must complete this training?**

Similar to other Getting Started modules in the Adult Training Scheme, Executive Committee Members will have five months in which to complete their training. The five months begin from when the member is elected, nominated or co-opted onto the Executive Committee after the first AGM from the 1<sup>st</sup> January 2016. The line manager should ensure that this is completed within the given timeframe.

**Do I have to renew this training?**

This training does not need to be renewed; it needs to be validated once. However guidance, rules and laws which affect Executive Committees are updated all the time, so individual members should ensure they keep up to date with the latest changes as necessary. When changing roles to a non-Executive Committee Member role the alternative version of Module 1: Essential Information must be completed.

**Who is responsible for ensuring Executive Committee Members complete the required training?**

The Chairman of the Group, District or County is the responsible person for ensuring the training of other members of the Executive Committee happens. The Chairman's training is the responsibility of:

- at Group level the Group Scout Leader
- at District level the District Commissioner or nominee
- at County level the County Commissioner or nominee

More information on this can be found in [PQR: The Appointment Process](#).

**Who should validate the training?**

Training Advisers are responsible for validating the training. Some Groups/Districts/Counties may wish to consider the use of validation drop-ins or small group validations in order to help with validating the training.

**What methods of learning are available for this module?**

The available learning methods for this module are: e-learning, a course, one to one and a small course. The e-learning for this module can be found [here](#) and the Trainer's Notes will be available from February 2016.