



INDUCTION CHECKLIST **EXECUTIVE COMMITTEE MEMBERS**

When you start in a new job, you would expect to have an induction period to help you settle in, learn more about what is expected of you, and find out about the support that is available. You should have a similar experience when taking on a new role as an Executive Committee Member in Scouting, with those around you helping to settle you into your new role.

During your first six months in your role you should aim to complete the items on this checklist as part of your induction. Your Line Manager will help you to do this.

UK Scouting:

- I know about the Fundamentals of Scouting (Purpose, Values and Method).
- I have read the Key Policies of the Association and am aware of my responsibilities within them.
- I am aware of the 'Young People First' code of conduct (The Yellow Card) and have a copy.
- I am aware of the 'Safe Scouting & what to do in an emergency' card (The Purple Card) and have a copy.
- I know about the five sections for young people in Scouting, including the age ranges.
- I understand where I fit into the structure of Scouting.
- I know where to find the governing document of The Scout Association (Policy, Organisation and Rules).



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My role and responsibilities:

- I know who can and cannot be a charity trustee, and have declared my eligibility by completing and signing my appointments form.
- I know what the priorities for development are for my Group, District or County/Area/Region and have read the development plan (if one exists).
- I know the buildings and equipment I am responsible for.
- I know which meetings I need to attend, and when and where they are held.
- I have received the latest Annual Report and Accounts.
- I am aware of any sub-committees that exist and have received their terms of reference.
- I know the length of term for my role and the process for re-appointment.
- I have agreed a role description with my Line Manager and am clear about my role and responsibilities.

Support:

- I know the structure of Scouting in my local area. I know who I can go to for further support and how to find their contact details.
- I have met the other members of the Executive Committee and have their contact details.
- I am aware of any training commitments required for my role.
- I know where to find further support for my role on www.scouts.org.uk/memberresources.
- I have read the guides produced by the Charity Commission or Office of the Scottish Charity Regulator CC3a: The Essential Trustee: An Introduction (England and Wales) or Guidance for Charity Trustees (Scotland) and know about the range of support available from these sources.