



# Governance Bulletin



## Governance Bulletin #09 (Nov 2016)

Dear Scouter

Welcome to Scouting Ireland's Governance Bulletin, Issue 9, a publication developed to keep the membership informed of developments regarding the Governance Project that Scouting Ireland is currently undertaking.

This bulletin aims to address the role of the Scout Group Executive Team, the Charity Trustees and the Charities Legislation within a Scouting Ireland context.

### The role of the Scout Group Executive Team, the Charity Trustees and the Charities Legislation<sup>1</sup>

Every Scout Group shall register with the Charity Regulator in the relevant jurisdiction. In the Republic of Ireland, this is the Charity Regulatory Authority (CRA). In Northern Ireland, this is the Charity Commission Northern Ireland (CCNI). Registration of the Scout Group requires the filing of a constitution or a governing document for the Scout Group and the list of Charity Trustees.

In June 2016, the National Management Committee initiated a Scout Group Governance Review Project. The Project is reviewing the management organisation and structure of Scout Groups and seeks to explore whether any improvements can be made to the way Scout Groups are organised so that they will comply fully with the principles of The Governance Codes (in the Republic of Ireland and Northern Ireland) and with the requirements imposed by Charities legislation. A series of first consultations throughout the Association was conducted during the Summer 2016.

<sup>1</sup> The applicable legislation includes (i) in Northern Ireland – Charities Acts (Northern Ireland), 2008 - 2013 and (ii) in the Republic of Ireland – Charities Act 2009; . In addition, there are codes of governance in each jurisdiction. In Northern Ireland – The Code of Good Governance and in the Republic of Ireland – The Governance Code.

Registration with the Charities Regulator has commenced in Northern Ireland and will start in the Republic of Ireland in early 2017. As the Scout Group Governance Review Project, will take more time and it will run in conjunction with Scouting Ireland's Governance Project at national level, more immediate steps were required. Until there is an outcome to the Scout Group Governance Review Project, the National Management Committee has drafted Rules and Standing Orders for all Scout Groups to adopt in a standard form, which each Scout Group can then use (as its constitution or governing document) when registering with the Charity Commission or Charities Regulator.

The Rules and Standing Orders are consistent with Scouting Ireland's Constitution and Rules. They provide for a Scout Group Executive Team within the Scout Group. The Scout Group Executive Team comprises the officers of the Scout Group and is organised so that the members of the Scout Group Executive Team are also the Charity Trustees. These Rules and Standing Orders were drafted to deal with the immediate need to put in place a structure that satisfies the legislative requirements. They were drafted in such a manner that they would not require immediate changes to Scouting Ireland's Constitution and Rules, insofar as these refer to the structures of the Scout Group. The National Management Committee preferred to await the outcome of the Group Governance Review Project and the associated consultation process, prior to recommending any changes to the National Council, that may be found to be necessary to Scout Group management organisation and structures.

This booklet sets out the role and duties of the Scout Group Executive Team and the various responsibilities which the members of the Team (the officers of the Scout Group) take on for the Team. The responsibilities of the officers of the Scout Group are, in effect, as they were, save that the officers are now members of the Scout Group Executive Team, thereby creating an environment of collective responsibility for that team. The responsibilities now specifically include the duties required of them as Charity Trustees.

*Depending on the legal personality of the Charity or the Charitable Organisation the Companies Act 2006 (for Northern Ireland) or the Companies Act 2014 (Republic of Ireland) may also be applicable.*



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## Charity Trustees

While many of the duties and responsibilities of a Charity Trustee have traditionally been routinely performed by the officers of a Scout Group, there are some additional duties which registration with the Regulator requires and in particular the filing of certain information with the Regulator, as required and on an annual basis.

Once the Scout Group Governance Review Project is complete, this booklet will be revised, as required. While the detail on the roles of the officers of the Scout Group as Charity Trustees will not change (unless there are changes to the legislation), the organisational structures of the Scout Group may change, depending on the results of the Scouting Ireland Governance Review Project and consultation process and, ultimately, based on the decision of the National Council on any motions referred to it.



## The Scout Group Executive Team

The new Rules and Standing Orders for the Scout Group sets out the role of the Team.

The Scout Group Executive Team carries out the administrative and managerial functions of the Scout Group Council.

The functions of the Scout Group Executive Team are to:

- Control and allocate finance and maintain proper accounts;
- Safeguard the property (real and personal) of the Scout Group, on behalf of the Scout Group Council;
- Ensure that books of account are maintained and an annual report is produced (to the Regulator and to Scouting Ireland);
- Carry out the duties of Charity Trustees; and (where possible)
- Form a Parents & Friends Support Group.





The members of the Scout Group Executive Team shall include:

- The Group Chairperson;
- The Group Secretary;
- The Group Treasurer;
- The Group Quartermaster / Bo'sun; and
- The Group Leader.

If one or two of these posts are vacant, the remaining three or four are the Charity Trustees but the number cannot drop below three Trustees (who are not related and who are independent of each other), as per the Charities Legislation.

The Appointment Descriptions for Scout Groups are set out in SID 11. These will be updated to provide for the Scout Group Executive Team, in the relevant Appointment Descriptions and they are set out in the Appendix 2 to this booklet.

While each member of the Scout Group Executive Team has a certain role and takes on specific responsibilities, the members of the Team as a unit have collective responsibility for the discharge of all of its functions and responsibilities. That means that, while the individuals may fulfil their own responsibilities in their own roles, the Scout Group Executive Team has overall collective responsibility for the overall operation of the Executive Team. While, for example the Group Treasurer may take the lead and responsibility for maintaining the accounts for the Scout Group, the accounts are the collective responsibility of the entire Team.



## What are the changes?

There are two significant changes from before.

1. Within the Scout Group Council, for the purposes of attending to the administration and management of the Scout Group, the officers of the Scout Group now formally operate as a Team (known as the Scout Group Executive Team).
2. The Scout Group Executive Team has certain additional duties (imposed by legislation), as Charity Trustees.

The first change may in fact not be a change at all, as it may already be the case that the officers of a Scout Group conduct operations as a *de facto* team. However, it is the second change, upon which the remainder of this information booklet will focus. It will clarify what additional duties the Scout Group Executive Team members have, as a result of also being designated as Charity Trustees.



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It is the case that most of the duties of a Charity Trustee are already being carried out by the officers of the Scout Group. There will, however, be some differences in the way some of the duties will need to be carried out in the future. For example, the format of the accounts produced for the Scout Group may need to be adjusted so that they are consistent with the format required by the Regulator. (Scouting Ireland will advise accordingly with a single format of accounts meeting the needs of both the Regulator and Scouting Ireland). There will also be some additional duties. For example, there is the requirement to file a short annual report (in an agreed format) with the Regulator.

Since a Charity Trustee is a designation created by law and, as such, has certain duties and responsibilities, then, as one would expect, there are sanctions in the event that there is any failure to comply with those duties and responsibilities. It is important, therefore, that the members of the Scout Group Executive Team have a clear understanding of what it is they have to do individually and collectively.



## What are the duties of the Scout Group Executive Team as Charity Trustees?

### There are those duties which the officers of the Scout Group Council already carry out:

1. To ensure that the Scout Group observes and complies with the Constitution and Rules of Scouting Ireland and the new Rules and Standing Orders for the Scout Group.
2. The Role and Responsibilities as set out in the Group Appointments Document (SID11).
3. To ensuring that the activities of the Scout Group comply with the any requirements of Scouting Ireland for Scout Groups and compliance with general law.
4. To holding an Annual General Meeting, reporting to the Scout Group Council, producing accounts and an annual report.
5. To safeguard the Scout Group's property and assets (including bank accounts), acting with integrity and avoiding any misuse of the Scout Group's funds or property.

### There are the additional duties which have been imposed by the Charities legislation:

6. To register the Scout Group as a Charitable Organisation (with the Charities Regulatory Authority in the Republic of Ireland) or as a Charity (with the Charities Commission in Northern Ireland).
7. To keep the information filed with the Charities Regulator about the Scout Group up to date.
8. To prepare and file annual returns (reports and accounts) in the form required.
9. There are other duties under certain and unusual circumstances e.g. if the Scout Group ceases to exist or if specific information is required by the Charity Regulator.





**What are these additional duties: in more detail?**

## **ADDITIONAL DUTY 1**

### **Registration of the Scout Group as a Charity/Charitable Organisation.**

The registration procedure is determined by the relevant Charity Regulator (CRA in the Republic of Ireland and CCNI in Northern Ireland).

At the time of production of this booklet the registration process agreed with CCNI for Scout Groups in Northern Ireland is underway and Scouting Ireland through the Provincial Management Support Team is providing assistance and guidance to the Scout Groups on the registration process.

The CRA has indicated that it will also agree a process with Scouting Ireland for the registration of Scout Groups in the Republic of Ireland. At the time of production of this booklet the process has not yet been determined. However, the National Management Committee will arrange for similar supports for Scout Groups in the registration process. Accordingly, when it is time for registration each Scout Group will be advised and all relevant details will be provided.



## **ADDITIONAL DUTY 2**

### **Updating the information with the Charity Regulator.**

Both Regulators have an online system which Scout Groups may log onto to keep certain information about the Scout Group accurate and current.

While Scout Groups are obliged to file an Annual Return there may be certain changes between Annual Returns. The most usual is likely to be a change to the Scout Group Executive Team or in other words the addition of a new Charity Trustee and the retirement or resignation of an existing Charity Trustee. Other possible (but perhaps less frequent) changes might be the address of the Scout Group or certain changes to the Rules and Standing Orders of the Scout Group (which can only be changed with the written consent of Scouting Ireland).

Once a Scout Group has completed the registration process it becomes clear what information or detail the Charity Regulator requires about the Scout Group and should there be changes to that information or detail in between the filing of



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Annual Returns then the Scout Group Executive Team will be required to log onto the website with the Regulator and make the changes.

Once all the registration process is complete for Scout Groups, it will be clear what information the Scout Group has filed with the Regulator needs to be updated.



## Who can be a Charity Trustee?

Persons aged 18 or over but certain individuals are not entitled to be Charity Trustees under the legislation. Certain persons are disqualified from holding the position of Charity Trustee. In Ireland a person shall cease to hold the position of Charity Trustee if that person is adjudicated

bankrupt, makes a composition or arrangement with creditors, is convicted of an offence on indictment, is sentenced to a term of imprisonment or is disqualified from acting as a director of a company under the Companies Act or from acting as a trustee of a scheme under the Pensions Acts. In Northern Ireland a person shall be disqualified if that person has been convicted for any offence involving dishonesty or deception, been adjudged bankrupt or sequestration of his/her estate has been awarded and he/she has not been discharged, made a composition or arrangement with creditors, has been removed from the office by a competent authority or is the subject of a disqualification order under companies legislation.







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## ADDITIONAL DUTY 3

### Annual Reporting Obligations

The Scout Group will be obliged to file an Annual Report and Accounts with the Charities Regulator. This must be filed within 10 months of the financial year end for the Scout Group's accounts. It is filed online.

Guidance is being produced by the National Treasurer and her teams to assist Scout Groups to prepare for the Annual Reporting requirements of the CRA and the CCNI.

## ADDITIONAL DUTY 4

### Any Directions made

This is reactionary and involves engaging with the Charity Regulator if required to do so. In the event that correspondence is received arising out of a concern the members of the Scout Group Executive Team should contact the National Office for guidance.





## CONCLUDING REMARKS

1. The Charity Trustees for each Scout Group have already been identified. They are the members of the Scout Group Executive Team.

2. It is not possible to be a member of the Scout Group Executive Team and not be a Charity Trustee. Being a Charity Trustee is not by election or by choice but it is dependant on what you do for the Scout Group. The duties and responsibilities of the officers of the Scout Group Council are such that those who have them are clearly within the statutory definition of a Charity Trustee.

3. It is important to ensure that the members of the Scout Group Executive are not disqualified from being Charity Trustees.

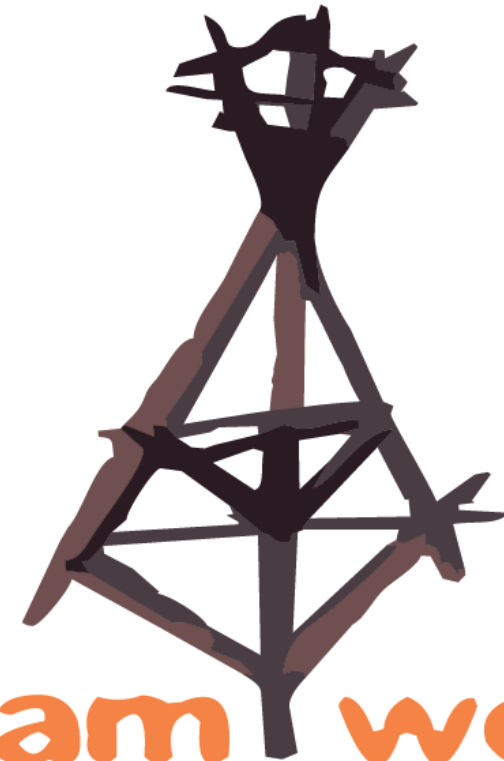
4. By performing the role and carrying out the duties of the Scout Group Executive as outlined in Appendix 2 (and each member of the Scout Group Executive Team performing his or her role as part of the Team) and in particular the "Additional Duties" (1 to 4) outline above,

and doing so

- a. with integrity and honesty;
- b. in compliance with the Rules and Standing Orders of the Scout Group;
- c. in compliance with best practice and observing the code of good governance;

all members of the Scout Group Executive Team will comply with all the duties and obligations the Charity Legislation prescribes for Charity Trustees.

5. The Additional Duties are new but they are not necessarily onerous; they are an extension of what the officers of the Scout Group have been doing for many years insofar as in addition to the reporting requirements of Scouting Ireland there are now also the reporting requirements of the Charity Regulator.



# Team work





## APPENDIX 1

### GLOSSARY

<u>Charity Trustees</u>	<p>In the Republic of Ireland, a Charity Trustee, includes, in the case of a company, the directors and other officers of the company and in the case of an unincorporated body, any officer of the body or any person for the time being performing the functions of an officer of the body.</p> <p>In Northern Ireland Charity Trustees means the persons having the general control and management of the administration of a Charity.</p>
<u>Constitution and Rules of Scouting Ireland</u>	The governing document of Scouting Ireland.
<u>National Council</u>	The governing authority of Scouting Ireland.
<u>National Management Committee</u>	The body which exercises all powers of the National Council of Scouting Ireland between meetings of the National Council pursuant to the Constitution and Rules of Scouting Ireland.

<u>Scouting Ireland</u>	An unincorporated association which aims to encourage the physical, intellectual, character, emotional, social, and spiritual development of young people so that they may achieve their full potential and, as responsible citizens, to improve society.
<u>Scouting Ireland Governance Project</u>	The Project initiated by the National Management Committee to review the governance of Scouting Ireland and to effect reforms thereto.
<u>Scout Group</u>	The local and primary level of organisation in Scouting Ireland.
<u>Scout Group Council</u>	The governing authority of the Scout Group.
<u>Scout Group Executive Team</u>	The Team which carries out the administrative functions of the Scout Group Council and manages and oversees its finances and assets.
<u>Scout Group Governance Review Project</u>	The Project which was initiated by the National Management Committee to review the governance structures of Scout Groups and to propose reforms.
<u>SID 11- Group Appointment Descriptions</u>	The document of Scouting Ireland approved by the National Management Committee which sets out the job descriptions of the various appointments and offices of the Scout Group.
<u>Rules and Standing Orders</u>	The governing document of the Scout Group in tandem with the Constitution and Rules of Scouting Ireland.
<u>The Governance Codes</u>	The Code of Good Governance in Northern Ireland and The Governance Code in the Republic of Ireland.



## APPENDIX 2

### The Scout Group Executive Team and The members of the Scout Group Executive Team

**The Job:** Scout Group Executive Team

**Functions:** The Team carries out the administrative functions of the Scout Group Council and manages and oversees its finances and assets.

The functions of the Scout Group Executive Team are, inter alia:

- To control and allocate finance and maintain proper accounts;
- To safeguard the property (real and personal) of the Scout Group on behalf of the Scout Group Council;
- To ensure that books of account are maintained and an annual report is produced;
- To carry out the duties of Charity Trustees;
- To form a Parents & Friends Support Group.

Key areas of responsibility:

- To oversee and co-ordinate all of the responsibilities which may be allocated to the members of the Executive Team in the knowledge that the Team has collective responsibility for such responsibilities.
- To ensure that the Group Council, the Programme Sections and the Group meet their responsibilities to Scouting in the community.
- To manage the Group's resources.
- To ensure that the Group meets its responsibilities to Scouting Ireland and carries out its functions as set out in the Constitution and Rules.
- To co-ordinate and support the youth programme in operation by the Programme sections to achieve continuity in the youth programme offered by the Scout Group.
- To ensure that Programme Scouters take appropriate adult leader training.
- To ensure that its meetings and the meetings of the Group Council are properly summoned in accordance with the Rules and Standing Orders of the Scout Group.



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- To ensure that the minutes and decisions of the Group Executive Team and the Group Council are properly recorded.
- To carrying out of the administrative matters of the Scout Group.
- To deal with correspondence of the Scout Group.
- To keep a register of all members of the Scout Group.
- To ensure that the Scout Group and its members are registered with Scouting Ireland.
- To submit the Annual Registration of the Scout Group.
- To notify and advise the National Secretary of personnel changes within the Scout Group.
- To notify the Regulator of any and all changes in the membership of the Group Executive Team.
- To prepare and present the Annual Report and Accounts to the Annual General Meeting of the Group Council.
- To submit the annual report and accounts to the Regulator.
- To deal with the financial affairs of the Scout Group.
- To prepare and present the annual budget for the Scout Group.
- To submit, in accordance with Rule 171, the annual accounts of the Scout Group to the County Treasurer.
- To submit, in accordance with Rule 170, the annual accounts of any Group Campsite / Centre to the National Treasurer.
- To ensure an up to date register of all Group property and equipment is maintained.
- To ensure adequate insurance cover is in place to protect the Scout Group's equipment and property.
- To establish and manage the Scout Groups' bank accounts.
- To be responsible for the supervision of the financial planning of and monitoring of income and expenditure from all activities and events.
- To implement and monitor the application of the Associations Finance Manual within the Scout Group.
- To ensure that the equipment of the Scout Group is properly and well maintained.
- To keep a full register of the equipment belonging to the Scout Group.





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- To prepare an annual report on the Scout Group equipment to the Group Council Annual General Meeting.
- To carry out any other functions and duties as required by the Group Council from time to time.

**Accountable  
to:**

- Group Council

**Working with:**

- Group Programme Team
- Group Council
- Parents and Friends Support Group
- County Management Committee
- County Commissioner





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## The Job:

### Group Leader

## Roles &

## Responsibilities:

Primarily responsible for the management and co-ordination of the resources of the Scout Group in accordance with the policies of Scouting Ireland.

- Member of the Scout Group Executive Team
- Member of the Scout Group Council
- Member of the Scout County Board
- Member of the Scout County Management Committee

### Key areas of responsibility:

- To work with other members of the Scout Group Executive Team to carry out the duties of the Team.
- To ensure that the Group Council, the Programme Sections and the Group meet their responsibilities to Scouting in the community.
- To manage the Group's resources.
- To ensure that the Group meets its responsibilities to Scouting Ireland and carries out its functions as set out in the Constitution and

### Rules.

- To represent the Group Council at meetings of the County Management Committee.
- To co-ordinate and support the youth programme in operation by the Programme sections to achieve continuity in the youth programme offered by the Scout Group.
- To approve the nomination by the Group Council of Programme Scouters for appointment by the County Commissioner.
- To ensure that Programme Scouters take appropriate adult leader training.
- To present a report to the Annual General Meeting of the Group Council.
- To carry out any other functions and duties as required by the Group Council from time to time.

Must undertake the relevant Group Leader training as set out by the National Adult Resources Committee.

Must endeavour to ensure openness and fairness in the operations of the Scout Group. For that reason, it is recommended that the Group Leader should not hold any other key role in the Scout Group.



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**Nominated by:** Group Council

**Appointed by:** Chief Commissioner  
(Adult Resources)

**Accountable to:**

- Group Executive Team
- Group Council
- County Commissioner
- Chief Commissioner (Adult Resources)

**Recommended by:** County Commissioner

**Term of Office:** Three years, eligible for re-appointment for a further term of three years and subsequent one-year terms.

**Working with:**

- Group Executive Team
- Group Programme Team
- Group Council
- Parents and Friends Support Group
- County Management Committee
- County Commissioner

**Personal Profile:** Should be able to demonstrate

- The ability to communicate (verbally and non-verbally) to a wide variety of audiences
- The ability to lead and manage a team of adult volunteers

- The ability to motivate and enthuse others
- The ability to plan, manage and monitor own tasks and time
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide Movement as an adult
- An acceptance of the fundamentals of Scouting







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## The Job:

### Group Chairperson

## Roles &

Primarily responsible for presiding at meetings of the

## Responsibilities:

Group Council.

- Chairperson of the Group Executive Team
- Chairperson of the Group Council

### Key areas of responsibility:

- To work with other members of the Scout Group Executive Team to carry out the duties of the Team.
- To preside at meetings of the Group Executive Team
- To preside at meetings of the Group Council.
- To ensure that the business of the Group Executive Team is carried out properly.
- To ensure that the business of the Group Council is carried out properly.

**Appointed by:** Group Council

**Term of Office:** One year, eligible for re-election.

## Accountable to:

- Group Executive Team
- Group Council

## Working with:

- Other members of the Group Executive Team
- Group Secretary

## Personal Profile: Should be able to demonstrate

- Strong communication & inter-personal skills
- Good administrative & meeting management skills
- The ability to motivate others and encourage participation
- The ability to handle and resolve conflict effectively
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job





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## The Job: **Group Secretary**

**Roles & Responsibilities:** Primarily responsible for the administrative affairs of the Scout Group.

- Secretary of the Scout Group
- Secretary to the Group Executive Team
- Secretary to the Group Council

Key areas of responsibility:

- To work with other members of the Scout Group Executive Team to carry out the duties of the Team.
- To ensure that meetings of the Executive Team and the Group Council are properly summoned in accordance with the Rules and Standing Orders of the Scout Group.
- To prepare the agenda for meetings of the Group Executive Team and the Group Council in consultation with the Group Leader and the Group Chairperson.
- To record the minutes and decisions of the Group Executive Team and the Group Council.
- To assist the Group Executive Team in the carrying out of the administrative matters of the

Scout Group.

- To deal with correspondence of the Scout Group.
- To keep a register of all members of the Scout Group.
- To ensure that the Scout Group and its members are registered with Scouting Ireland.
- To submit the Annual Registration of the Scout Group.
- To notify and advise the National Secretary of personnel changes within the Scout Group.
- To notify the Regulator of any and all changes in the membership of the Group Executive Team.
- To prepare and present the Annual Report to the Annual General Meeting of the Group Council.
- To submit the annual report and accounts to the Regulator.
- To carry out any other functions or duties as required by the Group Executive Team and the Group Council.

**Appointed by:** Group Council

**Term of Office:** One year, eligible for re-election.



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## Accountable to:

- Group Executive Team
- Group Council

## Working with:

- Group Executive Team
- Group Leader
- Group Chairperson

## The Job:

### Roles &

### Responsibilities:

## Group Treasurer

Primarily responsible for the financial affairs of the Scout Group.

- Treasurer of the Scout Group and the Group Council
- Treasurer of the Parents and Friends Support Group

### Key areas of responsibility:

- To work with other members of the Scout Group Executive Team to carry out the duties of the Team.
- To deal with the financial affairs of the Scout Group.
- To prepare and present the annual budget for the Scout Group for approval by the Group Executive Team on behalf of the Group Council.
- To prepare the annual accounts of the Scout Group for the approval of the Group Council.
- To submit, in accordance with Rule 171, the annual accounts of the Scout Group to the County Treasurer.
- To submit, in accordance with Rule 170, the annual accounts of any Group Campsite / Centre

## Personal Profile: Should be able to demonstrate

- Good administrative skills
- Good verbal and written communication skills
- Access to IT and knowledge of relevant software packages
- The ability to work as part of a team
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job





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to the National Treasurer.

- To work with the Group Quartermaster / Group Leader to ensure an up to date register of all Group property and equipment is maintained.
- To ensure, in consultation with the Group Council, adequate insurance cover is in place to protect the Scout Group's equipment and property.
- To establish and manage the Scout Groups' bank accounts.
- To be a signatory on all of the Scout Groups' bank accounts.
- To be responsible for the supervision of the financial planning of and monitoring of income and expenditure from all activities, events etc. of the Scout Group and all its Programme Sections.
- To implement and monitor the application of the Associations Finance Manual within the Scout Group.
- To carry out any other functions or duties as required by the Group Council.

**Appointed by:** Group Council

**Term of Office:** One year, eligible for re-election.

## Accountable to:

- Group Executive Team
- Group Council

## Working with:

- Other members of the Group Executive Team
- Group Leader
- Parents and Friends Support Group
- County Treasurer

## Personal Profile: Should be able to demonstrate

- Good organizational & communication skills
- The ability to analyse financial information effectively
- The ability to summarise financial information for different audiences
- Good IT skills
- The ability to work as part of a team
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job



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**The Job:** **Group Quartermaster/Bo'sun**

**Roles & Responsibilities:** Primarily responsible for the maintenance of equipment belonging to the Scout Group.

- Member of the Group Executive Team
- Member of the Group Council

Key areas of responsibility:

- To work with other members of the Scout Group Executive Team to carry out the duties of the Team.
- To ensure that the equipment of the Scout Group is properly and well maintained.
- To keep a full register of the equipment belonging to the Scout Group.
- To prepare an annual report on the Scout Group equipment to the Group Council Annual General Meeting.
- To perform other duties as required by the Group Executive Team and the Group Council.

**Appointed by:** Group Council

**Term of Office:** One year, eligible for re-appointment.

**Accountable to:**

- Group Executive Team
- Group Council

**Working with:**

- Other members of the Scout Group Executive Team
- Programme Scouters
- Group Leader
- Group Council

**Personal Profile:** Should be able to demonstrate

- Good administrative and organizational skills
- Sound knowledge of how to acquire, care for & maintain equipment
- The ability to work as part of a team
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job