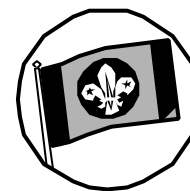


## 2.11 Agreeing the Remit for a Scout Fellowship



### Agreeing the Remit for a Scout Fellowship

Every Scout Fellowship should have an agreed 'remit'.

This defines what their primary function or role should be with regards to providing 'Active Support' to Scouting.

This is agreed between the GSL or appropriate Commissioner and the Scout Fellowship. It could be a broad overall objective or as detailed as a list of specific actions.

### Who is responsible for agreeing and reviewing the remit?

Agreeing and reviewing the remit for the Scout Fellowship is the responsibility (not right) of the GSL or the appropriate Commissioner. It is recommended that this is always done with the active participation and agreement of the Fellowship involved. The 'appropriate Commissioner' for each type of Scout Fellowship is defined in the table below.

Type of Scout Fellowship	Responsibility to develop/review the Remit
Group Scout Fellowship	Group Scout Leader
District Scout Fellowship	District Commissioner
Area/County Scout Fellowship	Area/County Commissioner
Regional Scout Fellowship	Area/County Commissioner, or National Commissioner for Scout Fellowship
National Scout Fellowship	National Commissioner for Scout Fellowship
Headquarters Scout Fellowship	National Commissioner for Scout Fellowship

The Scout Fellowship may be represented by just their Chairman or by their Executive Committee. In some circumstances it may be advantageous to review the remit with the complete membership and this has the advantages that:

- Awareness is raised that a remit exists
- Details of the remit are widely understood
- The membership has more 'ownership' of the remit and is much more likely to 'buy-in' to fulfilling the remit

Where the full membership is involved in agreeing or reviewing the remit this should be conducted in a orderly and well-run manner (see factsheet "Running a Scout Fellowship Business Meeting")

It is also possible that the GSL or appropriate Commissioner may choose to delegate the task of reviewing the remit of the Scout Fellowship.

For example, a Group Scout Leader may delegate this task to an Assistant Group Scout Leader, or a Area/County Commissioner may choose to delegate this task to an AAC/ACC (SF). Whilst this is acceptable, this should be done in a responsible manner and it is always the responsibility of the GSL or appropriate Commissioner to ensure that a sensible remit is set and reviewed, and that the objectives are fulfilled.

### **When is the remit agreed and reviewed?**

Every existing Scout Fellowship must have an agreed remit.

If this is not the case one should be established as soon as practical and the GSL or appropriate Commissioner has the responsibility of ensuring that this happens.

All new Scout Fellowships should have an agreed remit prior to formal registration (see factsheet "Starting a Scout Fellowship")

Once a remit has been agreed this must be reviewed on an annual basis.

It is recommended that this review takes place prior to or just following the Annual General Meeting of the Scout Fellowship.

Holding the review just prior to the AGM has the advantage that the review of the previous twelve months is a useful process in preparing the Annual Report. Another advantage is that any changes or updates to the remit of the Scout Fellowship can be explained to the membership at the AGM. The disadvantage is that the remit may have been reviewed and updated with an outgoing Chairman and Executive Committee.

The advantage of holding the review just after the AGM is that it is easy to focus on the past twelve months (with the aid of the Annual Report) and that the review can be held with the new Chairman and Executive Committee.

Each option has its advantages and which one is chosen will often depend on how the Chairman of the Scout Fellowship is approved or appointed, and how likely it is that there will be a change in Chairman and Executive Committee.

The annual review is a major event in the year of the Scout Fellowship and should also be an important responsibility of the GSL or appropriate Commissioner.

### **How should the remit be agreed and reviewed?**

The actual format of the review is subject to local agreement.

It may be a formal or an informal process, but the actual review itself should not become a 'formality'

It should be part of a proactive process, whereby the Group Scout Leader or appropriate Commissioner and the Scout Fellowship (often in the guise of the Chairman or other 'leader') review the previous twelve months.

The review should focus not only on what was done during the year, but how the activities fulfilled the aims of the previous years remit. The work of the Scout Fellowship in fulfilling specific parts of the remit should be acknowledged, but any parts of the remit that have not been fulfilled should be identified. Wherever possible, specific reasons for not fulfilling parts of the remit should be identified, but without turning the review into a 'finger pointing' session!

Following the review of the previous twelve months it may be decided to change strategic focus during the coming year in order to better suit the needs of the Scouting community being supported. The GSL or appropriate Commissioner should ensure that the remit of the Scout Fellowship(s) fit in with the development plan for local Scouting.

Where new needs are identified which are not being met by existing Scout Fellowships it may be decided to make these needs part of the remit of current Scout Fellowships or to start a new Scout Fellowship in order to fulfill specific needs.

The remit should provide a broad definition of the objectives to be achieved and it is important that it is not too prescriptive about how the Scout Fellowship should meet the objectives.

In other words, the GSL or Commissioner says what they would like the Fellowship to do, not how he/she wants them to do it. How the objectives are achieved is largely up to the Scout Fellowship to decide, and they may choose to add detail to the broad remit which reflect how they intend to meet the objectives for the coming twelve months.

When the final remit has been agreed it should be documented so that the GSL/Commissioner and the Scout Fellowship have a clear record of their remit for the coming twelve months.

This updated and documented remit is then used for the following years review.

Finally, the remit should be communicated to all members of the Scout Fellowship so that they have a clear and unambiguous understanding of their primary goals in providing 'Active Support' to Scouting.

All parties should prepare for agreeing or reviewing the remit and should go into the review with a clear understanding of the review process, and what the outcome of the review should be.

With regards to the different roles in the review process, the following bullet points should help ensure a beneficial review;

### **Prior to the Review**

#### **Points for the GSL/Commissioner :**

- Review the previous years remit and try to identify which parts have and have not been fulfilled.
- Discuss the previous years performance with Scouting colleagues (section leaders, AAC, ACC's etc) and see how they view the work of the Scout Fellowship in the previous year
- Be prepared to acknowledge those parts of the remit that have been fulfilled.
- If parts of the remit have not been fulfilled, try to work why - was the remit unclear?  
Was there a change in requirements during the year?  
Were the Scout Fellowship actually called upon?
- Review your own development plans for the next twelve months: What needs doing differently next year? What new things need doing next year? Can the Scout Fellowship help in these areas? Do they have the skills and interest?
- Discuss the coming year with Scouting colleagues (as part of formulating your development plan).  
Is there anything they can identify for the Scout Fellowship to do?

#### **Points for the Scout Fellowship Chairman, 'leader' or the Executive Committee**

- Review the previous years remit and try to identify which parts have and have not been fulfilled.
- Discuss the previous years performance with the membership and see how they view their work over the previous year.  
Do they feel that their time and skills were sufficiently well used? Do they feel as if they've been over-stretched at all?
- If parts of the remit have not been fulfilled, try to work why - was the remit unclear?  
Was there a change in requirements during the year?  
Were the Scout Fellowship actually called upon?
- Be prepared to admit to those aspects of the remit that were not fulfilled
- Review what else you would like to achieve over the coming twelve months.  
Try to identify other areas where you could help
- Discuss the coming year with the membership.  
Have they identified any other areas where they feel that the Scout Fellowship could help?

## During the Review

- Summarise the previous year using the previous remit as a guide (don't just go through the calendar)
- Acknowledge success
- Identify and admit shortcomings
- Identify the reasons for any shortcomings in a positive manner (i.e. focus on what could be done better next time, with no 'finger pointing')
- Identify broad requirements for the development of Scouting in the area concerned
- Table and discuss any potential for development identified by the Scout Fellowship
- Agree what else needs to be done, and what no longer needs doing
- Identify areas where the Scout Fellowship may be able to help
- Identify what skills the Scout Fellowship has, and which additional ones they may need to develop (and include the training requirements in the overall development plan).
- Agree what can be removed from the previous remit and what needs to be added. Make sure that this is realistic given the size of the membership, the time they have and the skills they have (or will acquire).
- Identify requirements not included in the new remit, for possible inclusion in the remit of another Scout Fellowship, or for the setting up of a new Scout Fellowship.

## What should be included in a remit?

It may be that certain Scout Fellowships are given a very broad remit which does not change year on year. Such an example may be "to meet the demands of the Cub Scout, Scout and Venture Scout Sections in responding to requests to support the Sections annual camps." Whilst this is perfectly acceptable, the GSL or Commissioner, the Scout Fellowship and the wider Scouting community should always be looking to develop Scouting and use the skills and services of the Scout Fellowship to their full potential.

Typical examples of suitable remits for a Scout Fellowship may include:-

- To ensure adequate support for Sectional programmes and activities is provided, meeting the specific and reasonable requests of the sectional leadership teams.
- To maintain the Scout Group Headquarters in a satisfactory state of repair, ensuring that all applicable health and safety and environmental requirements are identified and met.
- To raise funds to purchase a new Group mini-bus, and thereafter to maintain the Group mini-bus in a safe state of repair, manage bookings of the mini-bus and ensure that charges for its use are adequate to fund a replacement vehicle within five years.
- To provide general support to Scouting in the District, by supporting all District events in a flexible manner and by responding to specific requests from any of the District sectional teams or any Group Scout Leader.
- To ensure that the District Camp Site is wardened every weekend from Easter until the August Bank Holiday, and that all necessary maintenance work is carried out in a timely manner.
- To support the Area/County Gang Show, by building scenery, providing a stage crew and front of house team.
- To develop the team of qualified canoe instructors within the Area/County and to ensure that canoeing skills are adequately, appropriately and safety taught to any Cub Pack, Scout Troop or Venture Scout Unit in the Area/County.

As well as a general remit (which may change little year to year) there may also be a need to include specific items which address the short term development needs of Scouting.

Such examples may be;

- Repaint all windows and doors, prior to the onset of winter.
- Organise and conduct a basic pioneering course in the District before September, and a more advanced course in the following spring.
- Build a new set of rostrums for use in the next Gang Shows, including raising the funds for materials.

It is useful to have a broad remit and to identify specific issues that need addressing in the short term, but as stated above, the remit should leave sufficient flexibility for the Scout Fellowship to be able to decide how they will achieve the objectives that have been set.