

Executive Committee support

Every Scout Group, District and County has an Executive Committee. It is essential for the success of Scouting in that area. A strong and effective Executive Committee goes a long way towards building a strong and effective Group, District or County. This section considers the Group Executive, but the principles can be applied across the board.

The role of the Executive is to support the Group Scout Leader in meeting the responsibilities of their appointment, and is responsible for:

- the maintenance of the Group's property and equipment
- the raising of funds and the administration of the Group's finance
- the insurance of persons, property and equipment
- Group public occasions
- assisting with the recruitment of Leaders and other adult support.



It is essential that the meetings and business of the Executive Committee are chaired and led in an appropriate manner.

The Executive Committee is made up of a number of ex officio members (those who are part of the committee because of the role they hold), members nominated by the Group Scout Leader, members co-opted onto the Committee and members elected by the Council. The Group Council consists of all adults involved in the Group, including parents of the young people. For an exact definition of the constitution of the Group Council and Executive Committee, see Chapter 3 of *Policy, Organisation and Rules*.

A good Executive Committee bases its work on the Group Development Plan – providing the resources and support to ensure the goals on the plan are achieved. It meets on a regular basis to discuss the way forward and to check on progress. It is essential that the meetings and the business of the Executive Committee are chaired and led in an appropriate manner. The Chair needs to be focused and forward-looking to propose other ways that they can support the Group.

The committee should be made up of many different types of people. A balance of experienced Scouters and others not involved in Scouting is recommended. All members should be welcomed to contribute to meetings and discussions, and their views valued.

Members of the Executive Committee may have networks and contacts that could be used to the benefit of the Group. For example they may know of organisations that would be willing to sponsor activities, or donate money or goods to the Group.

Tips for kick-starting an effective Executive

Note: Each recognised Scout Group, District and County has charitable status in its own right, regardless of being registered with the Charity Commission. Members of the Group, District and County Executives are Charity Trustees.

These tips are for quick reference only and should not replace the proper induction or briefing of new Executive Members.

Quick tips:

- **Ensure that Executive members are fit for their role**

This includes both carrying criminal disclosures checks on them; it is also good practice to carry out appropriate checks against their names with the Charities Commission in England and Wales (www.charity-commission.gov.uk). In Scotland, please contact Scottish HQ who will be able to offer advice. Other areas should also consult locally.

See Rule 13.1 of *POR* for persons not allowed to act as Trustees.

Being fit for their role also means that they are not contravening The Scout Associations' rules on Executive Members e.g. that Warranted adults cannot take on Administrator roles (Chair, Secretary, Treasurer), nor may GSLs act as Group Chair.

- **Ensure that Members of the Executive understand their role**

Executive Members, like all adults in Scouting should have a role description, be inducted into their role, and receive appropriate support and training. The use of the administrator booklets and of the generic role descriptions is a good starting point.

The Executive Committee at the next level should support Executives and Executive members, Group Executives should be supported by District Executive, who in turn should be supported by the County Executive.

As well as understanding their individual roles on the Executive, Members should also understand the purpose and function of the Executive Committee and their role (and responsibilities) as a Charity Trustee.

- **Executives should seek professional advice as required**

Executives should be willing to seek (and pay for!) advice on specialist matters as appropriate, when they are unable to resolve a problem. This might also include obtaining training for Executive members from private companies.

- **Implement Statement of Recommended Practice 'SORP' regulations**

This covers the requirements for financial reporting. For information on SORP reporting see the Charity Commission website:

www.charity-commission.gov.uk

- **Ensure that the Executive meets regularly**

Meetings of the Executive should also be effective as should the AGM for more details on how to run effective meetings see *Key Skills for Management – Meetings*.

- **Ensure the Executive puts together (and adheres to) financial plans**
- **Ensure the Executive agrees a Constitution**

The Constitution should deal with practical issues such as the size of the Executive, working practices and cover the formation of sub-Committees. Any sub-Committees formed should have a clear remit. It should detail what they are going to do and for how long, their responsibilities and authorities.

- **Executives should ensure that record keeping is clear and accurate**
- **Sponsorship Agreements**

Executives should ensure that Sponsorship Agreements (for Sponsored Groups) are kept up to date and that both sides fulfil their obligations as per the Sponsorship Agreement.

Further information on Executive Committees

References to *Policy, Organisation and Rules* (October 2003 edition)

Scout Groups – Rule 3.23b. vii - xi

Scout Districts – Rule 4.20f. vi – x

Scout Counties – Rule 5.16f vi – x

For details on requirement to register with the Charity Commission (England and Wales only) -Rule 13.3a

Persons not allowed to act as Charity Trustees – Rule 13.1

Factsheets

Responsibilities of Charity Trustees (FS 500009)

Community Sponsorship (FS 310547)

Generic Role Descriptions

Other Scout Association publications of interest

Supporting the Group Treasurer

Supporting the Group Chairman

Supporting the Group Secretary

Supporting the Group Supporter

Key Skills for Management

Charity Commission (England and Wales) publications

CC3: Responsibilities of Charity Trustees

CC3 (a) Summary of Responsibilities of Charity Trustees

These publications can be viewed online at www.charity-commission.gov.uk or can be obtained through the Charity Commission Contact Centre on 0870 333 0123.