

Role description for a ... Executive Committee Member



Title: Executive Committee Member

Outline: To assist and support the Group Scout Leader with the development of Scouting within the Scout Group in keeping within its charitable objectives.

Responsible for: As defined by the Group Executive Committee.

Responsible to: The Group Chair .

Main Contacts: Group Chair, Group Scout Leader, Parents / carers of the section members, Section Leader, Assistant Section Leaders, Section Assistants.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance. Completion of Essential Information (Module 1) as detailed in the Adults Personal File and The Scout Association's Adult Training Scheme is desirable.

Main Tasks	Tasks Agreed with the Group Executive Committee
<ul style="list-style-type: none"> • With the other members of the Group Executive Committee ensure that the day-to-day running of the Scout Group are in keeping with the policies and practices of The Scout Association. • With the other members of the committee, ensure that the Group functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice. • With the other members of the committee, fulfil all other duties of the Group Executive Committee as laid out by law and in accordance with Policy Organisation and Rules of the Scout Association. 	
Main duties	
<ul style="list-style-type: none"> • Attend meetings of the Group Executive Committee as advertised. • Be an active Member of the Group Executive Committee in exercising its responsibilities and functions. • Assist with protecting the assets and integrity of the Scout Group, with regard to best practice. • Fulfil such other duties and assignments as may be required from time to time by Group Executive 	

THE RESPONSIBILITIES OF CHARITY TRUSTEES

Every Scout Group is a separate educational charity, and all the members of the Group Executive Committee are by law its *Charity Trustees*.

This information sheet, is based on one issued by the Charity Commission, it is a summary of the main duties and responsibilities of charity trustees. The last three paragraphs apply especially to persons who are thinking of becoming members of an Executive Committee within Scouting.

FOR ALL MEMBERS OF THE GROUP EXECUTIVE COMMITTEE

You and your fellow trustees have full responsibility for the Scout Group and must:

- act together and in person and not delegate control of the Group to others;
- act strictly in accordance with the Policy, Organisation and Rules of The Scout Association (POR – see www.scouts.org.uk/por for more details);
- act in the Group's interests only and without regard to your own private interests;
- manage the Group's affairs prudently and take a long-term as well as a short-term view;
- not derive any personal benefit or gain from the Group of which you are trustee;
- take proper professional advice on matters on which you are not yourselves competent.

IN MANAGING THE GROUP'S FINANCES YOU MUST

- make sure that bank accounts are operated by more than one person;
- make sure that all the Group's property is under the control of the trustees; keep full and accurate accounting records;
- collect in full all money owed or due to the Group including tax and rating relief.

IN APPLYING THE GROUP'S INCOME YOU MUST

- spend it solely for the purposes set out in POR;
- spend it with absolute fairness between persons qualified to benefit from the Scout Group;
- not accumulate income unless you have some specific future use for it in mind.

IF THE GROUP HAS LAND OR BUILDINGS YOU MUST

- Both occupy and use it for the Scout Group's purposes or let it for the maximum possible return;

IF YOU RAISE FUNDS BY APPEALING TO THE PUBLIC YOU SHOULD

- make sure that your appeal properly describes what the public's donations will be used for;
- be open and honest if asked about the costs of the appeal;
- not use fundraising methods that exert undue pressure on people to give;
- approve in advance any fundraising or advertising campaign carried out on the Group's behalf;
- require fundraisers to hand over money raised or collected by them before deducting their fees or expenses to ensure that all money go through the Group's account;
- state that the Scout Group is a charity (with charity number if applicable) on all publicity;
- not use the charity number of the District, County Headquarters, or any other charitable body.

YOU AND YOUR FELLOW TRUSTEES WILL PUT YOURSELVES AT RISK OF PERSONAL LIABILITY ONLY IF YOU

- cause loss to the Group by acting unlawfully, imprudently or outside the terms of the current edition of POR;
- commit the Group to debts, which amount to more than its assets.

PEOPLE THINKING OF BECOMING MEMBERS OF THE GROUP EXECUTIVE COMMITTEE SHOULD BE AWARE OF THE FOLLOWING:

YOU WILL BE BECOMING A CHARITY TRUSTEE OF A SCOUT GROUP.

YOU SHOULD ONLY JOIN IF YOU:

- are prepared to give the necessary time and effort to the management of the Group;
- can help the Group achieve its aims through your expertise or commitment;
- understand and accept that trusteeship carries legal duties and responsibilities.

YOU CANNOT BE A CHARITY TRUSTEE IF YOU

- under 18 years of age,
- convicted of an offence involving deception or dishonesty, unless the conviction is spent,
- an undischarged bankrupt,
- previously been removed from trusteeship of a charity by the court or The Charity Commission,
- under a disqualification order under the Company Directors Disqualification Act 1986.

BEFORE YOU FIRST BECOME A CHARITY TRUSTEE YOU SHOULD

- study POR. to learn about The Scout Association's purposes and administrative procedures;
- ask your fellow trustees to give you full details of the Group's property investments and income;
- study recent accounts and minutes of meetings to learn about the Group's finances and policies.

Published JUNE 2012

Remember that this is only a summary of the full duties and responsibilities of charity trustees. More information can be found in the Charity Commissioners' booklet: "Responsibilities of Charity Trustees" (CC3)." Which is available on The Charities Commission's website or The Commissioners' offices: The Charity Commission, St. Alban's House, 57 Haymarket, London SWY 4QX.