

# YOUR VIRTUAL INDUCTION GSL SUPPORT



session 6: group executive  
committee – the small print



[scouts.org.uk/gslsupport](https://scouts.org.uk/gslsupport)

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. As such, Members of the Group Executive are advised to familiarise themselves with Chapter 3 of Policy Organisation and Rules – The Scout Group.

## THE SCOUT GROUP

A Scout Group comprises one or more of any of the following: a Beaver Scout Colony; a Cub Scout Pack or a Scout Troop. Additionally the Group may have one or more Group Scout Active Support Unit. An Explorer Scout Unit may also be attached to a Scout Group. Every Scout Group is an autonomous organisation holding its own property and equipment and admitting people to membership of The Scout Group subject to the policy and rules of The Scout Association.

### Composition of the Scout Group

The Scout Group is led by the Group Scout Leader and managed by the Group Executive Committee. They are accountable to the Group Scout Council for the satisfactory running of the Group.

The Group Scout Leader is assisted and supported by:

- The Group Scouters
- An Assistant GSL
- The Group Scout Council
- The Group Executive Committee
- The Group Scout Active Support Unit.

### Explorer Scout Units

- Explorer Scout Units are not autonomous organisations; they are part of a Scout District which acts as the Unit's parent body.
- Scout Districts delegate some authority to Explorer Scout Units to allow them to hold property and equipment and admit people to membership of The Scout District subject to the policy and rules of The Scout Association.
- An Explorer Scout Unit wishing to work with a Scout Group should enter into a partnership agreement.

### The Group Constitution

The following represents the established Constitution for the Scout Group following the ideal constitution given in POR Rule 3.23.

## The Group Scout Council

The Group Scout Council is the electoral body that supports Scouting in the Group. It is the body to which the Group Executive Committee is accountable. Membership of the Group Scout Council is open to:

Scouters  
Group Scout Active Support members  
Colony, Pack and Troop Assistants  
Skills Instructors  
Administrators  
Advisers  
Patrol Leaders  
All parents of Beaver Scouts, Cub Scouts and Scouts  
The Sponsoring Authority or its nominee  
Any other supporters who may be admitted by the Group Scout Leader, Executive or Council  
Explorer Scout Leaders (if stated in a Partnership Agreement)  
The District Commissioner [ex officio]  
The District Chairman [ex officio]

The Group Scout Council must hold an Annual General Meeting within six months of the financial year-end to:

- approve the Annual Report of the Group Executive Committee
- approve the annual statement of accounts
- approve the Group Scout Leader's nomination of the Group Chairman and nominated members of the Group Executive Committee
- elect a Group Secretary and a Group Treasurer
- elect certain members of the Group Executive Committee
- appoint an auditor or independent examiner or scrutineer as required.

## Group Executive Committee

The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment.

## Ex Officio members

There are several members of the Group Executive Committee who are so because of the role that they hold. They do not have to be nominated or voted onto the committee because their role means that they already have a place.

### MY EX OFFICIO MEMBERS

The Group Chairman	
The Group Secretary	
The Group Treasurer	
The Group Scout Leader	
The Assistant Group Scout Leader	
All Section Leaders	
The Scout Active Support Unit Manager	
The Explorer Scout Leader (if stated in a Partnership Agreement)	
The Sponsoring Authority or its nominee	

### Nominated members

Persons **nominated annually** by the Group Scout Leader and approved at the Group Annual General Meeting. These need not be members of the Group Scout Council and their number must not exceed that of the elected members.

#### MY NOMINATED MEMBERS


### Elected members

Members of the Group Scout Council who are **elected annually** by the Group Scout Council at their Annual General meeting. These should normally be four to six in number. The numbers to be elected must be the subject of a resolution by the Group Scout Council.

#### MY ELECTED MEMBERS


### Co-opted members

Persons **co-opted annually** by the Group Executive Committee. **The number of co-opted members must not exceed the total of elected members.**

#### MY CO-OPTED MEMBERS


The District Commissioner and District Chairman have the right of attendance at all meetings of the Group Executive Committee.

## Responsibilities of the Executive Committee

- 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.

Ideally, between the nominated members, elected members and co-opted members, the Group Executive should include a parent of at least one member of each of the sections in the Group.

Members of the Group Executive Committee are the charity trustees of the Scout Group. Certain people are disqualified from being charity trustees by virtue of the Charities Acts\*. Charity trustees are responsible for complying with all the legislation applicable to charities.

A Scout Group is an educational charity\*. Members of the District Executive Committee are the charity trustees of the Scout District. Only persons aged 18 and over may be full voting members of the District Executive Committee because of their status as charity trustees.

Charity trustees are responsible for complying with all the legislation applicable to charities. Some Groups may also need to register as a charity. Scout Groups registered as a charity in England and Wales will be required to make an annual return to the Charity Commission (see POL Rule 13.3).

\*Charity legislation is different in Scotland. A Scout Group is only a charity if it registers as such with the Office of the Scottish Charity Regulator (OSCR). See Scottish Variations from POR Rule 3.23(b) and Chapter 13.

## Sub-committees of the Group Executive

The Group Executive Committee may establish any sub-committees that it deems necessary. Sub-committees consist of members nominated by the Committee. The Group Scout Leader and the Group Chairman will be ex officio members of any sub-committee of the Group Executive Committee.

Any fundraising committee must include at least two members of the Group Executive Committee, in addition to the ex officio members. No Section Leader or Assistant Leader should serve on such a fundraising sub-committee.

## Official duties of the Executive Officers

Group Chairman, Secretary, Treasurer and other Group trustees are not required to be Associate Members but are encouraged to become Members or Associate Members. Scouters within the Group may not hold the offices of Group Chairman, Secretary or Treasurer.

## The duties of the Group Chairman

- To be Chairman of the Group Scout Council and the Group Executive Committee and to promote their effective communication and working.
- To work closely with the Group Scout Leader in encouraging the development of Scouting in the Group and as part of the community.
- To ensure that all members of the Group Executive Committee are fully briefed on the requirements of their role.
- To maintain effective communication with the District Chairman.

The Group Chairman is an ex officio member of all councils, committees and sub-committees in the Group.

## The duties of the Group Secretary

- To be Secretary of the Group Scout Council and the Group Executive Committee.
- To work closely with and support the Group Chairman.
- To provide sound administration in respect of obligations according to POR, including inventories of Group equipment.
- To ensure completion of the Group Annual Census return.
- To maintain records and lists of members and associate members as required for the effective administration of the Scout Group.
- To ensure documents relating to the ownership of property and equipment and all other legal and official documents are kept in a safe and secure place, ensuring there is a full recovery of all files stored electronically.
- To maintain effective communication with the District Secretary.

## The duties of the Group Treasurer

- To advise the Group Executive Committee on all matters affecting financial control and expenditure and to draw up an annual budget.
- To work closely with and support the Group Chairman.
- To receive all monies on behalf of the Scout Group, to keep account of all funds and to pay out money upon authorisation as specified by the Group Executive Committee.
- To ensure completion of the Annual Scout Group Accounts in accordance with the guidelines laid down by the Charity Commission/Office of the Scottish Charity Regulator.
- To maintain effective communication with the District Treasurer.

## Conduct of meetings in the Scout Group

1. In meetings of the Group Scout Council and the Group Executive Committee only specified members may vote.
2. Decisions are made by a majority of votes of those present at the meeting. In the event of an equal number of votes being cast on either side in any issue the Chairman does not have a casting vote but the matter is taken not to have been carried.
3. The Group Scout Council must make a resolution defining a quorum for meetings of the Group Scout Council and the Group Executive Committee and its sub-committees.

# NOTES

Although in some parts of the British Isles, Scout Counties are known as Areas or Islands – and in one case Bailiwick – for ease of reading this resource simply refers to County/Counties. In Scotland there is no direct equivalent to County or Area. In Scotland Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. The focus of responsibility is outlined in Scottish Variations from POR.

## FURTHER SUPPORT

Support is always available from the Scout Information Centre; they can be contacted by phone, email or by post:

**t:** 0845 300 1818

**e:** [info.centre@scouts.org.uk](mailto:info.centre@scouts.org.uk)

**p:** The Information Centre

Gilwell Park

Chingford

London

E4 7QW

For insurance enquiries, please contact Unity Insurance Services at [www.unityins.co.uk](http://www.unityins.co.uk)

Support is also available from the Regional Development Service (England), who can be contacted through the Information Centre or by email:

**e:** [rds@scouts.org.uk](mailto:rds@scouts.org.uk)

In Northern Ireland, Scotland and Wales contact the Country Headquarters at:

**e:** [info@scoutsni.com](mailto:info@scoutsni.com)

**e:** [shq@scouts-scotland.org.uk](mailto:shq@scouts-scotland.org.uk)

**e:** [admin@scoutswales.org.uk](mailto:admin@scoutswales.org.uk)

[www.scouts.org.uk/gslsupport](http://www.scouts.org.uk/gslsupport)