

	Gasóga na hÉireann / Scouting Ireland		
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	Title: National Assembly Project Team		
	Department: Volunteer & Group Support		
	Category: National Assembly		
	Related Documents:		
Revision	Date	Description	

1. Description:

The National Assembly of Scouting Ireland is a gathering of the Scouting Community within Ireland. The National Assembly held annually at a date set out by the Volunteer & Group Support Department in consultation with the Board of Scouting Ireland.

While the AGM focuses on the business of the company of Scouting Ireland, the National Assembly shall focus on the development of the 'movement' of Scouting. It shall provide a forum for Youth Members and Scouters, through their Scout Groups, to make proposals for consideration by those responsible within Scouting Ireland.

This may include the Departments, Board of Directors, Project Teams, Lead Volunteers, and members of staff.

2. Appointment:

The National Assembly Project Team is appointed through an Open Call or Expression of Interest, issued in the National Mailing of Scouting Ireland. This role is a volunteer appointment and is dependent on successful completion of the Scouting Ireland verification process. Their Garda Vetting/Access NI clearance and safeguarding requirements must remain valid for the duration of the appointment.

The appointment is subject to approval by the Volunteer & Group Support Core Chair and Department Manager. This is a volunteer role within Scouting Ireland. The National Assembly Project Team shall not hold any appointment within Scouting Ireland that may cause a conflict of interest for the role as a member of the National Assembly Project Team. A conflict of interest shall be determined by the National Assembly Project Team Lead in consultation with the Volunteer & Group Support Manager and Chair.

1. Appointment Term

The appointment term is three years (36 Months) with a review after 18 months. An "Open Call" or "Expression of Interest" shall be called for a new National Assembly Project Team at 33 Months for the new National Assembly Project

Team. A Scouter with the Appointment of National Assembly Project Team may serve a maximum of two consecutive terms of appointment, (36 months X 2).

2. Overview

The National Assembly Project Team is a key volunteer role within Scouting Ireland. They are responsible for supporting and overseeing the National Assembly and Procedures, and ensuring timelines as set out by the National Assembly Project Team Lead and Volunteer & Group Support Department are adhered to.

3. Member Of

- a. National Assembly Project Team

3. Member of the National Assembly Project Team shall include

1. Members of the Project Team from Open Call
2. National Assembly Project Team Lead
3. Six elected Provincial Commissioners
4. Scouting Ireland Projects & Events Manager
5. Staff Support from Scouting Ireland

4. Primary Responsibilities

- Coordination: support the direction of the National Assembly, collaborate with support staff.
- Accountable for their actions to Scouting Ireland as a Project Team Member
- Teamwork: Support effective team functioning by committing to working in a collaborative manner with team members
- Active Communication: Communicate clearly sharing information openly, express ideas clearly and committed to understanding other points of view.
- Strategic Planning: Following the National Assembly delivery and implementation plans as agreed with the Project Team Lead and Project Team.
- Reporting: Provide regular updates and reports for the Project Team Lead and V&GS Department & Core Chair as required
- Stakeholder Collaboration: Work closely with partners to deliver a high-quality National Assembly.
- Performance & Support: Contribute to a high-performing team environment through collaboration effective communication, time management and ongoing commitment to the role.

5. Qualifications & Skills

- Experience working as a member of a team delivering a large-scale event or activities in voluntary or professional settings.
- Strong communication, and collaboration skills.

- Ability to motivate, support, and guide fellow team members.

6. Accountable to, Supports and Supported by:

Volunteer & Group Support Department Manager/Head of Department & Core Team Chair, National Assembly Project Team Lead

7. Works with:

- Volunteer & Group Support Manager/Head of Department,
- Volunteer & Group Support Core Team,
- Departments of Scouting Ireland,
- National Projects & Events Manager.
- Communications Officer
- Staff in Scouting Ireland departments.
- Scouting Ireland Support Staff.

8. Key Competencies:

- Should have excellent communication skills, both written and oral.
- Reliability and Accountability
- Be a Team Player.
- Promote a collaborative and positive culture within the Team
- Excellent organisational skills.
- Understanding of the National Assembly
- Strong IT skills.
- Constructive problem-solving skills

Adaptability and flexibility

- Ability to carry out works as delegated to them and meet deadlines.

9. Communication

All National Assembly related information must be securely stored in a facility approved by Scouting Ireland.

10. Code of Conduct:

https://issuu.com/scoutingireland/docs/project-team-verification-form-2020_3a1af7beefbea8

https://issuu.com/scoutingireland/docs/code-of-conduct-for-members-of-scou_63dae80092b11d

11. Termination of Appointment

- The term of appointment of the National Assembly Project Team will be completed after 36 months from date of appointment.
- The Volunteer and Group Support Core Team are the only body who have the authority to remove an appointment to the National Assembly

Project Team, in accordance with Scouting Ireland's policies and procedures.

- c. Termination of appointment shall occur
 - i. On resignation of appointment,
 - ii. By mutual agreement.
 - iii. On completion of the term of office.
 - iv. Where the Scouter is non-compliant with Scouting Ireland Safeguarding or Garda Vetting/Access NI Policy