


Gasóga na hÉireann / Scouting Ireland				
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	Category: Board of Scouting Ireland			
	Scouting Ireland: Quality of Scouting Committee – Terms of Reference			
	Related Documents:			
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Quality of Scouting Committee

Terms of Reference

1. Membership

1.1 The Committee shall comprise the Chair who will be a Scouting Ireland Board member and a minimum of one other member of the Board. There will be at least 2 board members on the committee at all times. The composition of the Committee shall be structured as to achieve an appropriate balance of recent and relevant experience taking account the full range of the Committee's activities. Subject to Board approval, the committee may select up to eight additional members. The Committee may bring in up to two external members should they wish, within the overall complement of the Committee members. All members should have appropriate skills and relevant expertise.

1.2 Only members of the committee, and other directors (as observers) have the right to attend committee meetings. However, other individuals such as the



CEO (or delegated relevant person), other executives and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary and in line with the Board Standing Orders.

1.3 Appointments to the committee are made by the Board and shall be for a period of up to three years, which may be extended for a further period of up to three years, provided the committee Member still meets the criteria for membership of the committee.

1.4 The Board shall appoint the committee Chair who should be a Board member. In the absence of the committee chair the remaining members present shall elect one of themselves to chair the meeting from those who would qualify under these terms of reference to be appointed to that position by the committee.

1.5 In order to maintain membership, members must provide notice if they cannot attend a meeting. To be absent for 4 meetings without providing notice will result in a loss of membership.

1.6 If a motion is passed by the subcommittee to remove or suspend a member this must be reported to the Board who have the right to remove a member of the subcommittee.

2. Secretary

2.1 The Committee shall appoint a secretary for each meeting.

3. Quorum

3.1 The quorum necessary for the transaction of committee business shall be three one of whom must be a Board member.

4. Frequency of meetings

4.1 The committee shall meet at least nine times a year and ideally would have twelve meetings annually. Meetings may be facilitated by way of teleconference.



4.2 The committee may nominate members to attend certain Scouting Events such as conferences, run workshops within a subsection of the committee or meet other committees within the organisation on top of the regular meetings described in section 4.1.

5. Notice of meetings

5.1 Meetings of the committee shall be called by a member of the committee at the request of the committee chair.

5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting.

Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

6. Minutes of meetings

6.1 The secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance for all or part of the meeting.

6.2 Draft minutes of the committee meetings are approved for issue by the chairperson and are adopted with or without amendment by the committee at their subsequent meeting. Once approved, minutes should be circulated to all other members of the Board.

7. Annual general meeting

7.1 The committee Chair should attend the annual general meeting to answer any questions on the committee's activities.



8. Duties

The committee will:

8.1 Oversee that the highest quality of Scouting is provided to our young people, in line with our mission statement.

'Our mission: Scouting Ireland is dedicated to enabling and empowering young people to realise their potential, through its core values based on the Scout Promise and Law, fostering active citizenship and helping create a better community; society and world'.

8.2 Ensure that the Scouting programme and training mechanisms are provided in all Scout Groups which reflect world and societal issues and are relevant to young people and communities.

8.3 Ensure that appropriate training mechanisms are in place that provide for the training of Scouting Ireland members to deliver quality scouting to young people.

8.4 Ensure that appropriate supports are in place for the Groups of Scouting Ireland to assist in the delivery of quality scouting to young people.

8.5 Determines and oversees the development of policies and guidelines that are required by law and necessary for the effective and safe delivery of quality scouting to young people.

8.6 Oversee the evaluation and reporting on the outcomes and impacts of Scouting.

8.7 Advise and cross reference with all other sub committees to ensure consistency of the scouting experience for young people.

8.8 Monitor the delivery of the scouting experience in line with Scouting's purpose and Mission and agreed outcomes with reference to the Strategic Development Plan of Scouting Ireland.



8.9 Monitor the delivery of the communications and marketing in line with Scouting's purpose and aim and agreed outcomes with reference to the Strategic Development Plan of Scouting Ireland.

8.10 Oversee the development of clear and unambiguous processes and policies in respect of membership.

8.11 Have oversight of all activities and events to ensure the provision of quality scouting and reflect the policies of Scouting Ireland.

8.12 Ensure all policies, procedures and guidelines support the latest developments and best practices of Scouting Ireland.

8.13 Oversee the inclusion of strategic partnerships and initiatives as they pertain to the Quality of Scouting.

8.14 Monitor and ensure that Scouting Ireland is as diverse as the communities it serves, ensuring that all young people and adults are treated equally and can access Scouting regardless of ability.

8.15 Support the Chair in the performance of his/her duties.

9. Reporting responsibilities

9.1 The committee Chair shall communicate to the Board on its proceedings after each meeting on the relevant matters within its duties and responsibilities

9.2 The committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed

9.3 The committee shall produce a report to be included in Scouting Ireland's annual report about its activities and explain if external advice or open advertising has been used.



10. Other matters

The committee shall:

10.1 Have access to sufficient resources in order to carry out its duties, including access to the Board Secretariat for assistance as required

10.2 Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members

10.3 Give due consideration to laws and regulations and the provision of any relevant Code as appropriate, in both jurisdictions.

10.4 Arrange for periodic reviews of its own performance and, at least annually, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.

10.5 Carry out additional duties as may be delegated to the Committee by the Board from time to time that are within the Terms of Reference of the Committee

11. Authority

11.1 The committee shall operate under delegated authority from the Board.

11.2 The committee is authorised by the Board to obtain, at the organisations expense, outside legal or other professional advice on any matters within its terms of reference subject to Board approval and in compliance with company financial handbook.

11.3 The Board has full discretion to stand a Committee down at any time, after providing communication of such to the Committee.