



**Gasóga na hÉireann / Scouting Ireland**

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Category: Board of Scouting Ireland

**Scouting Ireland: Co-Chair of National Assembly –  
Terms of Reference**

**Related documents:** Secretary of National Assembly –  
Terms of Reference

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## 1. Purpose

### 1.1 Function of the National Assembly

The National Assembly provides a structured, inclusive advisory forum for registered scouters to share best practice, surface issues and develop proposals to improve the “art of Scouting”, improve programme and improve the volunteer experience. If Group Assembly is where a Group gets together to plan, to discuss and debate, to share and strategise, to cooperate and co-create for the Group, then the National Assembly is where we do this for Scouting Ireland.

The National Assembly will foster Youth-Adult Partnership in decision shaping by ensuring meaningful participation of young people (18 to 26) alongside adult scouters.

The National Assembly will offer non-binding advice and feedback to the Board of Directors and the CEO and Staff and relevant subcommittees.

### 1.2 Purpose of National Assembly Co-Chairs

The Co-Chairs of the National Assembly are responsible for ensuring that the Assembly operates effectively, inclusively, and in alignment with the principles of Scouting Ireland and youth-adult partnership. The Co-Chairs facilitate discussion, ensure fair process, and oversee the business of the Assembly.

The Co-Chairs facilitate the Assemblies work, ensure high quality, respectful engagement, and channel the outputs of the Assembly to the appropriate teams and subcommittees.

The Co-chairs will present updates of actions and progress at relevant national events.

### 1.3 Make up of Co-Chairs

It is envisaged that the Co-Chairs will represent both new and emerging youth talent and more mature scouter with detailed constitutional and ways of working knowledge of Scouting Ireland. This blend will ensure that we reflect the new and old ways of working and design a modern path forward.

### 1.4 Selection of the Co-Chairs

Co-Chairs will be selected in accordance with Scouting Ireland Open Call Policy

### 1.5 Removal of Co-Chairs

Co-Chairs can be removed during their term for failing to meet the Code of Conduct as

described in this document. Co-Chairs can also be removed during their term should the National Assembly have a majority vote to do so.

## 2. Key Responsibilities

### 2.1 Leadership & Governance

Preside over all meetings of the National Assembly jointly.

Ensure compliance with Scouting Ireland constitution, policies, and procedures.

Promote a culture of respect, safety, and constructive dialogue.

Ensure youth-adult partnership principles are upheld in decision-making.

### 2.2 Meeting Management

The Co-Chairs must moderate and facilitate the debate, must enable debate without directing debate and must ensure that all voices are heard equally.

Duties include

- Prepare agendas jointly.
- Ensure adequate notice (28 days) and distribution of meeting materials.
- Facilitate motions, debate, amendments, and voting according to rules of order.
- Maintain fairness during debate and ensure equal opportunity for youth and adult voices.
- Manage time within the National Assembly such that all pre-submitted proposals for discussion get equal debate time.
- Jointly manage the room such that debate is limited to the topics under active discussion, ensuring the National Assembly can and does stay on topic.
- Rule on procedural questions when required.

Either Chair has the authority to terminate a debate if membership is not maintaining the rules of the National Assembly

The National Assembly must host an annual Conference. The National Assembly Chairs must meet at least quarterly, and ideally monthly in the 3 months leading up the Conference, weekly in the month preceding.

### 2.3 Decision-Making & Documentation

Ensure accurate recording of motions and decisions.

Approve minutes jointly.

Ensure follow-up actions are communicated to relevant bodies.

Communicate periodically on the work stemming from National Assemblies, maintaining a register of projects year on year, systematically and periodically updating the membership on ongoing work.

### 2.4 Representation & Communication

Communicate Assembly outcomes and recommendations to leadership.

Liaise with the Chief Scout, committees, working groups, and staff.

The Co-Chairs are not empowered to speak in any external forum without express permission of the Board.

Co-Chairs will be invited by the Board to present updates at National Conferences (AGM/EGM).

### 2.5 Support for Delegates

Ensure delegates understand procedures and expectations.

Co-Chairs must be able to explain the Constitution to all members and highlight if and why a topic of discussion is in line with Constitution or not. Foster an inclusive environment where diverse perspectives are welcomed.

## 3. Joint Responsibilities

Operate as Co-Chairs, sharing authority equally.

Model effective youth-adult partnership.

Collaboratively resolve issues during meetings. In the event of a deadlock, the most senior of the Co-Chairs, the Adult Scouter has tie break authority

Divide or alternate facilitation and moderation duties as appropriate.

Provide mentorship and transition support for new chairs.

## 4. Term of Office

The Co-Chair serves a maximum term length of three (3) years.

It is envisaged that one Co-Chair is a Rover, in the event that a Rover "ages out" in the 3 year term, they can complete their term, but must remain engaged with the youth fora to ensure representation.

Transitions include knowledge transfer and documentation handoff.

## 5. Qualifications

Experienced Adult Scouter and Rover/Rover Scouter in good standing.

- Note in Year 1 and 2 the Adult Scouter will be filled by the Chief Scout who will then transition the Co-Chair position at the 18 month mark (thereby ensuring that there is a high level of continuity and maturity between Co-Chairs).

Commitment to youth leadership, safety, and demonstrating our Scouting Values.

Strong Moderation, mediation, facilitation and detailed procedural knowledge.

Ability to work collaboratively with youth members.

## 6. Authority

Enforce meeting procedures.

Call meetings and set agendas jointly.

Rule on procedural matters subject to Assembly appeal.

Request information needed for Assembly business.

Authority is shared equally with both Chairs.

## 7. Accountability

Accountable to the National Assembly.

Accountable to the Board and Scouting Ireland structures for procedural integrity.

Must follow Scouting Ireland conduct and safeguarding policies.

## 8. Code of Conduct

Uphold Scouting Ireland values.

Demonstrate impartiality and fairness.

Maintain confidentiality where required.

Avoid and declare conflicts of interest.

Model respectful and inclusive communication.

Must manage budget and adhere to all financial expectations

Exhibit good attendance to all National Assembly meetings and events