



Gasóga na hÉireann / Scouting Ireland			
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Scouting Ireland: 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.

A Group Assembly is where a Group gets together to plan, to discuss and debate, to share and strategize, to cooperate and co-create for the Group, then the National Assembly is where we do this for Scouting Ireland collectively.

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 Secretary

The Secretary provides a neutral and independent secretariat support to the Assembly to ensure it operates in an inclusive well-documented and effective advisory form for Scouters. The Secretary’s focus is on coordination of records, quality of information, compliance and transparent communication in accordance with Scouting Ireland’s Constitution.

The Secretary of the Assembly is an administrative support role within the advisory forum and does not constitute a constitutional office of Scouting Ireland. The term “Secretary” in the Scouting Ireland Constitution refers specifically to the Company Secretary.

1.3 Authority and Limitations

The Assembly is advisory only. The Secretary cannot make, amend or interpret the constitution, policies or rules in any way. The Secretary cannot represent Scouting Ireland in any publication or forum or media without express Board consent.

The Secretary has no role in calling or setting agendas for Scouting Ireland’s AGM/EGM, Board meetings or issue any formal notice under the Constitution.

Publication of National Assembly minutes, actions and reports will be completed via the National Office staff and subject to edit by CEO and Board Chair.

2. Key Responsibilities

2.1 Planning and Coordination

Schedule the National Assembly meeting and activities in coordination with the Co-Chairs, National Office and the project manager coordinating the entire event.

Maintain a log of actions necessary and track completion and adherence to a schedule and plan, working with Co-Chairs to report status periodically.

Coordinate the production, formatting, and timely circulation of background papers, options analyses, and templates.

2.2 Meeting Management

Prepare accurate, neutral summaries/minutes of National Assembly meetings that record key themes, recommendations, and any noted majority/minority views.

Maintain a recommendations tracker (submitted, considered, outcomes) and a document register in line with records management policy.

Route Assembly recommendations to the Board/Chief Scout/relevant national committees using agreed templates and timelines.

Immediately refer complaints, safeguarding, discipline, or personnel matters raised at meetings to the appropriate policy pathway; do not minute personal/sensitive case details.

2.3 Inclusivity & Participation

The Secretary will implement accessible formats and reasonable accommodations for the National Assembly (including ISL sign language).

The Secretary will support youth–adult partnership by facilitating participation of 18–25 year old members (e.g., all materials should be “Plain English” ref. NALA Plain English Standards).

3. Term of Office

The Secretary of the National Assembly serves a maximum term length of three (3) years. 36 Months from appointment date. (Two National Assembly's)

It is envisaged that the Secretary is a Rover, where a Rover Scout “ages out” in the 3 year term, they can complete their obligations of that current National Assembly Transitions include knowledge transfer and documentation handoff.

4. Conflicts of Interest & Data Protection

Maintain a register of interests for the facilitation team and minute declared interests for specific items; arrange recusals where needed and note them in the record.

Apply GDPR principles: purpose limitation, data minimisation, accuracy, storage limits, integrity/confidentiality.

No information pertaining to the National Assembly, its planning, communications, delivery or execution of actions shall be stored outside of Scouting Ireland Infrastructure.

Use approved storage and retention policies; avoid recording personal data beyond necessity.

The Secretary must ensure compliance with a no recording / transmission or otherwise reporting of National Assembly proceedings with external organisations.

5. Qualifications

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

- Essential:
 - Minute-taking and summarising
 - Attention to detail for accurate recording of presenter details.
 - Agenda planning
 - Governance literacy
 - GDPR & confidentiality
 - Facilitation support
 - Plain English language writing
 - Digital collaboration tools.
 - Compliant with garda vetting/access NI, and Scouting Ireland Safeguarding Policies.
- Desirable:
 - Youth participation practice
 - Equality, diversity & inclusion
 - Risk awareness
 - Project management.
 - Demonstratable previous related experience in a similar role.
 - Ability to work collaboratively with youth & adult members.

6. Authority

Enforce meeting procedures.

Call National Assembly Meetings.

Assist on procedural matters subject to Assembly appeal.

Request information needed for Assembly business.

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.

9. Termination of Appointment

The appointment of the Secretary to National Assembly shall be terminated

1. By resignation to the Company Secretary. (Via email)
2. On completion of term,
3. Ageing out as a Rover Scout, as per section 3.
4. Breach of the Code Of Conduct in Section 8
5. By the Board of Scouting Ireland if deemed appropriate.