

	Gasóga na hÉireann / Scouting Ireland			
	No.: ICD-TOR-01	Issued: 17/1/2022	Amended: N/A	Next Review Date: January 2023
	Category: Chief Scout Support Team –			Terms of Reference
	Related Documents:			
Revision	Date	Description		
1	17 th January, 2022	Document Issued		

Description

The ‘*Chief Scout Team*’ will be a support team serving Scouting Ireland within the Office of the Chief Scout. This team will support the Chief Scout as they carry out the different functions pertaining to that office. The Chief Scout will lead this Support Team.

Duration of Term

Support Team Duration: To run concurrently with the role of the Chief Scout

Commencing: 4th of February 2022

Aims of the Team

The ‘*Chief Scout Team*’ aims are as follows:

- Assist the Chief Scout as they carry out the ambassadorial role for Scouting Ireland
- Support the Chief Scout in the carrying out of their everyday duties
- Promote the role of the Chief Scout
- Promote the Chief Scout Award



Accountability

The members of the '*Chief Scout Team*' are accountable to the Chief Scout and the Board of Directors.

All members of the '*Chief Scout Team*' must adhere to the Support Team Code of Conduct and will receive a Letter of Appointment.

The Support Team budget will be approved by the Board and the Chief Scout will administer the budget and monitor spending associated with this team.

Reviews

A review will be conducted every 12 months by the Chief Scout in conjunction with their team and submitted to the Board for consideration.

An annual report should be submitted to the Board detailing the work carried out by the Chief Scout Team.

Assigned Duties

1. Assist with Social Media content creation and monitoring of Chief Scout pages
2. Help with Chief Scout administration and diary management
3. Outreach to Groups around the country on behalf of the Chief Scout
4. Help with the proof reading of materials for the Chief Scout
5. Assist with the development of protocols for the Office of the Chief Scout
6. Promote new initiatives on behalf of the Chief Scout
7. Promote the Chief Scout Award around the country
8. Responsible for ensuring the design and procurement of apparel or promotional materials, as necessary
9. Help with the organisation of the Investiture of the Chief Scout
10. Other duties that may arise relevant to this support team

Meetings

The Support Team will meet online once a month and in person at least three times a year. There will be the expectation that work on various tasks will be completed in between the meetings.



Additional Information

- Meetings may be conducted via teleconferencing platform and in person as appropriate
- In consultation and by agreement with the Support Team the Chief Scout may request additional duties to be assigned to the Project Team
- In consultation and by agreement with the Chief Scout, the Terms of Reference can be subject to change
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- The work of the Support Team must support Scouting Ireland's Strategy
- The work of the Support Team must not compromise Scouting Ireland's Risk Register
- The work of the Support Team must be in line with Good Governance

Measurables

- Prepare an Annual Report on the work of the Chief Scout Team for the Board

Criteria

- Passionate about Scouting
- Have a strong belief in Youth Empowerment and Youth Leadership
- Enthusiastic
- Creative and Open-Minded
- Skills required to carry out Assigned Duties of the Support Team

Code of Conduct

To view the code of conduct for Project/ Support Teams please [Click Here](#)

To Apply

- To apply for this role please [Click Here](#)