

The Group Executive Committee



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0845 300 1818

Executive Committees are an important part of Scouting – but are often overlooked. This factsheet provides an outline description of the responsibilities of a Group Executive Committee together with some pointers to other information that may be useful.

This factsheet should be treated as a guide and read in conjunction with other resources (including The Scout Association's Policy, Organisation and Rules referred to as POR throughout this factsheet).

Further details of the responsibilities of the Group Executive Committee can be found in chapters 3 and 13 of "Policy, Organisation and Rules of The Scout Association" (POR).

The Group Executive Committee

The Group Executive Committee supports the Group Scout Leader and ensures the effective administration of the Scout Group. The Group Scout Leader nominates the Group Chairman and the relationship should be one of partnership and mutual support.

The Group Executive Committee aims to make sure that the Scout Group has the facilities and resources needed to deliver good Scouting in the Group. This includes:

- the maintenance of the Group's property and equipment
- the raising of funds and the administration of the Group's finance
- the insurance of persons, property and equipment
- Group public occasions
- assisting with the recruitment of Leaders and other adult support

Members of the Group Executive Committee

The Group Executive consists of some people who are members because of their role in Scouting (the *ex-officio* members), these are:

- Group Scout Leader
- Group Chairman
- Group Treasurer
- Group Secretary
- Assistant Group Scout Leader (if any)
- All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function
- Explorer Scout Leader (if stated in the partnership agreement) and subject to that Explorer Scout Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function
- The sponsoring authority or its nominee

In addition to the *ex-officio* members, there are three other groups of people who may be members of the Group Executive:

- **elected members** – these are elected by the Group Council at the Annual General Meeting and there are normally four to six of them;
- **nominated members** – these are nominated by the Group Scout Leader in consultation with the Group Chairman at the Annual General Meeting and there must be no more than the number of elected members

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- **co-opted members** – these are co-opted by the Group Executive Committee and there must be no more than the number of elected members

POR rule 3.23b(ii) covers the membership of the Group Executive Committee in detail. The membership is set up this way to ensure that the interests of the Group Council and the Group Scout Leader are represented, and balanced. It also serves to broaden the membership of the Executive – possibly to bring in people from other parts of the local community.

The co-opted members are often used to bring particular skills into the Executive Committee, perhaps because of a particular project that is being undertaken or problem that is being tackled.

Ideally there should be a parent from each Section in the Group on the Executive Committee [POR rule 3.23b(iii)].

Charity Trustees

All members of the Group Executive Committees are charity trustees; this is important and all committee members must be aware of their responsibilities. Charity trustees are responsible for carrying out their role with due regard to the purpose of the charity and acting as a reasonable person. Trustees can, in some circumstances, be liable for financial loss incurred by the charity and must therefore consider their decisions very carefully. Trustees are unlikely to be liable if they: act reasonably; work within the governing document (in our case "*Policy, Organisation and Rules of The Scout Association*") and take proper and appropriate advice when they don't know enough to make the decision or are required to do so by law.

Since 2008 The Scout Association has provided a national policy to cover the trustees of any Scout charity. That includes members of Executive Committees for Scout Groups, Districts and Counties, as well as those who manage other Scout assets such as building or campsite committees.

For more information, call 0845 0945 703 or visit www.scoutinsurance.co.uk

Whilst being a Trustee is a big responsibility, there are some excellent documents available without charge from the Charity Commission to support you (the Charity Commission is the body responsible for regulating the work of charities in England and Wales). It has an excellent website (www.charity-commission.gov.uk) where you can download some useful documents.

The documents of particular interest are:

- CC3 - The Essential Trustee
- CC3a - The Essential Trustee: An Introduction

It is important to ensure that all members of the executive committee are aware of their responsibilities as charity trustees. One way of achieving this is to ensure that everyone who expresses an interest in joining the executive receives the outline booklet (CC3a) in time to read it before standing for election at the Annual General Meeting. The full document (CC3) could be given to each committee member at or before the first meeting after the Annual General Meeting.

Publications from The Scout Association

Some specific help is available for Group Chairman, Treasurers, Secretaries and Group Supporters:

- A guide for The Group Chairman
- A guide for The Group Secretary
- A guide for The Group Treasurer
- A guide for The Group Supporter

These booklets can be downloaded for free from the Member resources area of www.scouts.org.uk or ordered by calling Scout Information Centre on 0845 300 1818.