

# Role Description



**Role Title:** Chair Person (Executive Committee)

## What does this mean?

The Chair Person is responsible for looking after the Executive Committee of the Group. They will ensure the Executive Committee fulfils its responsibilities and commitments. They will work closely with the Group Scout Leader (GSL) to achieve the purpose of the Scout Association through and development of local Scouting. This is to be in accordance with all applicable policies including the Policy, Organisation and Rules of The Scout Association.

## Who is responsible for you?

Scout Council

## Who are you responsible for?

Executive Committee Members

## Requirements if you take on this Role:

This role requires the completion of:

- Module 1E

And if taking part in events/activities where responsible for young people also:

- Ongoing safeguarding and safety training.

## Main Tasks:

- Objectively and impartially chair and facilitate Executive Committee meetings.
- Acting as the chair of the relevant Scout Council.
- Plan the annual cycle of Executive Committee meetings.
- Set the agenda for Executive Committee meetings.
- Monitor progress and implementation of actions and decisions of Executive Committee meetings.
- Work closely with the Group Scout Leader (GSL) to set long term and short term goals and how they can be achieved.
- Provide direction for the Executive Committee.
- Ensure all members of the Executive Committee are:
  - Briefed and inducted into their roles.
  - Given appropriate training.

- Aware of the status as charity trustees.
- Address and resolve any conflicts that may arise.
- Attend and be a member of any working groups or sub-committees set up by the Executive Committee, where appropriate.

#### **Wider Group Tasks:**

- Be a full and active participant in Executive Committee meetings and activities.
- Follow and uphold the Executive Committee and Group's responsibilities in accordance with Policy, Organisation & Rules.
- Attend and Contribute to relevant Group and District Meetings.
- Willingness and eligibility to act as Charity Trustee for the Group
- Contribute to the strategic aims and future development of the Group.
- Understand the role of Chair and the role of others on the Executive Committee.
- Willingness to undertake and complete tasks which support the work of the Executive Committee and aims of the Group.

#### **Other things you may be asked to help with:**

- Support Fundraisers organised by others within the Group.
- Investigate possible fundraising options including grants etc, with the help of the fundraising team.
- Any other tasks as agreed with the Group Scout Leader

NB: Terms of Eligibility for Charity Trusteeship can be found in the Scout Association's Policy, Organisation & Rules; or by contacting the Charity Commission for England and Wales, the Charity Commission for Northern Ireland, or the office of Scottish Charity Regulators.

\*\*\* There are additional "un-official" roles that you may be able to do alongside this role to help the Group, however the additional role should not take away your ability to fulfil this one. \*\*\*