

# Role description for an Executive Committee Member



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## Role description

**Title:** Group, District or County/Area/Regional (Scotland) Executive Committee Member

**Outline:** Executive Committee members contribute to the running of the Group, District or County/Area/Region, by providing administrative support, strategic direction, compliance with relevant legislation and completion of the duties set out in The Scout Association's Policy, Organisation and Rules.

**Responsible to:** The relevant Scout Council.

**Appointment requirements:** Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

| General Executive Committee responsibilities   |
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| To be a full and active participant in Executive Committee meetings and activities.  |
| To uphold the responsibilities of an Executive Committee as outlined in The Scout Association's Policy Organisation and Rules.                     |
| Willingness and eligibility to act as a Charity Trustee for the Group, District or County/Area/Region.*  |
| Contribute to the strategic aims and future development of the Group, District or County/Area/Region.  |
| An understanding of their own role, and the role of others on the Executive Committee.   |
| A commitment to understanding and forming opinions on the key discussion points and responsibilities of the Executive Committee.                   |
| Willingness to complete various tasks which support the work of the Executive Committee and the aims of the Group, District or County/Area/Region. |

| Skills for an Executive Committee Member   |
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| <ul style="list-style-type: none"><li>• Ability to work as part of a team</li><li>• Strong communication skills</li><li>• Able to think creatively and solve problems</li><li>• Able to handle and resolve conflict effectively</li><li>• Willing to speak one's mind and listen to the views of others</li><li>• Able to maintain independent and objective judgement</li><li>• Willing to actively design and contribute to the strategic vision of the Group, District or County/Area/Region</li><li>• Willingness to take decisions which will further the work of the Group, District or County/Area/Region</li></ul> |

| Other tasks agreed with the Line Manager |
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\*Terms of Eligibility for Charity Trusteeship can be found in The Scout Association's Policy, Organisation and Rules; or by contacting the Charity Commission for England and Wales, the Charity Commission for Northern Ireland, or Office of the Scottish Charity Regulator.