

# Role description for an Executive Committee Member



0345 300 1818

Item Code FS330101 September 2017 Edition no 2 (105148)

## 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
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
<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

\*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.