

## TERMS OF REFERENCE OF THE AWARDS ADVISORY COMMITTEE

### **Purpose:**

The Awards Advisory Committee's role is to assist the District Commissioner in identifying those members - both adults and young people - who could be put forward for recognition by The Scout Association (or indeed other organisations or agencies).

### **Membership:**

The core membership of the Committee shall be:

- District Commissioner.
- District Chairman.
- District Secretary.
- District Training Manager.

The Committee may invite others to join the discussions where it is felt that their contribution will assist with the deliberations.

The District Chairman will be the Chairman of the Committee.

The membership of the Committee will be confirmed annually by the District Executive Committee (at its first meeting after the Scout Council's Annual General Meeting).

### **Meetings:**

The Awards Committee will normally meet at least annually (particularly to meet the deadline for the submission of St George's Day Awards) - or as required by the District Commissioner.

### **Nature of the Discussions:**

As nominations of those to receive awards are generally not to be made public, no formal reports [of the Committee's deliberations] will be made to the District Executive Committee. The Chairman will, at the appropriate time, indicate in very broad terms the work of the Committee.

In order to assist the future work of the Committee the District Secretary will maintain brief notes of the discussions - particularly noting any persons identified for recognition but deferred for further consideration at a later date.

### **Remit:**

1. To review adult members' records to identify those who could be considered for service awards.
2. To review any recommendation made by any member of the District for awards for outstanding bravery or courage.
3. To consider any adult members who could be considered for an award for outstanding service.
4. To assist the District Commissioner in formulating recommendations for onward transmission (as specified) to the Awards Board (or other organisation or agency).

### **Note:**

All Committee members are responsible for adhering to the financial procedures as determined, from time to time, by the District Scout Council

**Review:**

These terms of reference will next be reviewed in May 2016.