

## Purpose

This information sheet has been compiled to provide background information for potential members of the District Executive Committee.

## Essential Information

Lonsdale District Scout Council is a registered charity (1027167) and members of the District Executive Committee are the Charity's Trustees.

The District Executive Committee reports annually to the District Scout Council's Annual General Meeting (AGM) and as such it is the Council's 'executive body' (and is thus answerable for its actions to the Council).

Membership of the Executive Committee can be summarised as:

- **Ex-officio Members** - those holding specific appointments within the District (such as District Commissioner, District Youth Commissioner, etc).
- **Elected Members** - those elected by the Council at its AGM.
- **Nominated Members** - those nominated by the District Commissioner and approved by the Council at its AGM.
- **Co-opted Members** - those appointed by the Executive Committee after the Council's AGM.

Note that no Trustee can be under the age of 18 years.

To assist the Executive Committee in fulfilling its responsibilities, a number of sub-Committees have been formed:

- Activity Centres Management Board
- Appointments Advisory Committee
- Awards Advisory Committee
- Finance sub-Committee
- 14-25 Finance and Support Group

Currently the Executive Committee meets five times a year - approximately every two months between September and May.

It would be our aspiration that each member of the District Executive makes a positive commitment to attend each meeting and is involved as a full and active participant in the work of the Executive Committee (plus any sub-Committee they may be appointed to).

## Responsibilities of the District Executive

In summary, the District Executive exists to support the District Commissioner in meeting the responsibilities of their appointment.

The detail [of the responsibilities] is given in Policy, Organisation and Rules 4.25. Our five established sub-Committees give an indication of how we split the detail of the work of the Executive Committee. Of necessity, finance is a key responsibility - including support for our programme and the operation of our two Activity Centres (at Littledale and SilverHelme).

## Why join the District Executive Committee?

Essentially you will contribute in shaping and developing Scouting in Lonsdale thus enabling more young people develop their potential.

Also, you will be acquiring experience, skills and knowledge you might not otherwise have the opportunity to gain - which may be beneficial for your career development or future volunteering.

## #SkillsForLife

## Trustee Search

Our Trustee search is in two categories:

**1. Elected Members** - five to be elected (of which one has to be a young person in the age range 18 to 25 years - ideally not reaching their 25<sup>th</sup> birthday before 1 September 2021). As with all Trustees, we

seek those who have the background, specific skills and knowledge (either professionally or from their volunteering) to positively contribute to the work of the District Executive

The nomination and election process will be defined in due course.

Elected members serve for one year; many have served longer (having been re-elected on a number of occasions).

**2. Nominated Members** - we might also be seeking to recruit those with specific skills or knowledge (particularly for appointment as chairs of our sub-Committees). There is no formalised process to identify potential Nominated Members [of the District Executive]. Appointments are made by a nomination made to the District Commissioner (at the AGM). If you feel that you have skills which equip you for a more specific role then please contact either the District Commissioner or District Chair (contact e-mails at the foot of the next column).

Nominated members serve for one year, but to provide continuity, appointments may be extended, annually for a number of years (at the discretion of the District Commissioner and the AGM).

## Trustee Skills

We are looking for people who:

- can make a positive contribution to the work of the Executive Committee (as such a detailed knowledge of Scouting is desirable but not essential).
- have time to prepare for each meeting of the Executive Committee (we aim to publish the agenda and supporting papers the week before the scheduled meeting).
- make a positive commitment to attend each meeting of the Executive Committee.
- listen objectively to inputs, contribute to discussions and make decisions objectively.

In making any decision, Trustees have to be certain that they:

- act in the charity's best interests.
- manage the charity's resources responsibly.
- act with reasonable care and skill.

The question is: what will be best for Lonsdale Scouts (and not their own or others' interests).

## Induction

In the autumn we will provide an induction session to introduce everyone to the role as a Trustee (and provide background information).

## Trustee Declaration

The District Executive has decided that all Trustees will annually sign a Trustee Declaration. This asks the signatory to confirm there are no factors that prohibit appointment as a Trustee (as set out by the Charity Commission). A copy of the Trustee Declaration can be obtained, for information, from the District Secretary: [alan.hague@lonsdalescouts.org.uk](mailto:alan.hague@lonsdalescouts.org.uk)

## Further Information

If any further information is needed at this stage, contact either of the following:

- District Commissioner:  
[mandy.sweet@lonsdalescouts.org.uk](mailto:mandy.sweet@lonsdalescouts.org.uk)
- District Chair:  
[tony.andrews@lonsdalescouts.org.uk](mailto:tony.andrews@lonsdalescouts.org.uk)