

## TERMS OF REFERENCE OF THE 14 - 25 FINANCE AND SUPPORT GROUP

### **Purpose:**

The 14 - 25 Finance and Support Group is established with certain responsibilities as defined below - specifically to act on behalf of (and to advise) the District Executive Committee in relation to aspects of the broader operation of Explorer Scout Units and the Scout Network in the District.

It is the Trustees - the members of the District Executive Committee - who have overall responsibility for the effective management of the Charity and as such the 14 - 25 Finance and Support Group reports to the Executive Committee and is to ensure that the latter is kept apprised of actions of the sub-Committee (see below).

### **Membership:**

The membership of the 14 - 25 Finance and Support Group shall be:

- Chairman (appointed annually by the District Executive Committee).
- District Explorer Scout Commissioner - as an ex officio member.
- District Scout Network Commissioner - as an ex officio member.
- District Explorer Scout Administrator - as an ex officio member.
- Chairman Finance sub-Committee - as an ex officio member.
- Secretary [of the Group].
- Two Explorer Scouts.
- Two Scout Network Members.
- Parent of an Explorer Scout/Young Leader.
- Explorer Scout Leader.

*At least two members of the Group shall be Trustees of the Charity.* The membership of the Group will be confirmed annually by the [District Executive Committee](#) (at its first meeting after the Scout Council's Annual General Meeting).

### **Ex-officio Members:**

In addition to those listed above (and in accordance with the Constitution of the District Scout Council), the following are ex-officio members of the Group:

- District Chairman.
- District Commissioner.

### **Co-opted Members:**

Up to two additional members may be co-opted annually, if they are leading (a) specific project(s) relevant to the role of the Group.

### **Invited to Attend:**

When there is specific item of the agenda, others may be invited to attend, in order to provide a specialist input.

### **Note:**

At least 50% of the members and co-opted members of the sub-Committee must be members of the District Scout Council.

**Quorum:**

The quorum for the 14 - 25 Finance and Support Group will be determined by an Annual General Meeting of the District Scout Council. In the event that attendance at a meeting does not constitute a quorum, then the meeting should continue but decisions of policy should be referred to the next meeting where a quorum can provide approval.

**Voting:**

In accordance with the Constitution of the District Scout Council, only the specified members of the Group, present at a meeting, may vote. Decisions are made by a majority of the votes cast; in the event of an equal number of votes being cast on either side, in any issue, the chairman does not have a casting vote and the matter is to be taken as not having been carried.

**Meetings:**

The Group will normally meet three times a year to ensure it discharges its duties. Additional meetings will be convened as may be required.

**Agendas and Minutes:**

The Group has a Secretary who must ensure that agendas, papers and minutes are recorded and properly archived (as directed by the District Secretary). Agendas, supporting papers and minutes are to be circulated to all members of the Group (including all ex-officio members).

Minutes of meetings of the 14 - 25 Finance and Support Group (even if unconfirmed by the Support Group) are to be submitted to the District Secretary to be circulated to all Trustees for the next meeting of the District Executive.

**Remit:**

The 14 - 25 Finance and Support Group is responsible to the District Executive for:

1. Support (as may be required) to the District Explorer Scout Commissioner and District Network Commission in undertaking their roles.
2. The raising of funds and the proper administration of any finances (in accordance with agreed procedures).
3. The compilation of data to enable Gift Aid Claims to be made.
4. The independent examination of each 14 - 25 Units statement of receipts and payments (within six months of the end of the financial year) - including identifying and rectifying any problems that have been encountered.
5. The insurance of persons, property and equipment.
6. Assisting with the recruitment of Leaders and other adult support.
7. The maintenance of any property belonging to the District Explorer Units/Scout Network.

**Note:**

All Support Group 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 2021.