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

Purpose:

The 14 - 25 Finance and Support Group is an established sub-Committee of the District Executive (with certain responsibilities as defined below). Its purpose can be summarised:

- To undertake, on behalf of the District's Trustees, those actions which are the responsibility of the District Executive Committee (in administering and supporting the Explorer Scout Section and Scout Network).
- To provide support (as may be required) to the District Explorer Scout Commissioner and District Scout Network Commissioner in carrying-out their roles.
- To keep the District Executive Committee (as the Charity's Trustees) apprised of the actions of its sub-Committee and to provide advice to the Trustees as may be required.

Membership:

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

- Chair (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.
- Secretary [of the Group].
- One Explorer Scout.
- Two Scout Network Members.
- One Explorer Scout Leader.

Those appointed as representatives of the Explorer Scout Section or the Scout Network shall have been nominated by the respective Commissioner.

Noting that two members of the 14-25 Finance and Support Group have to be within the age range 18-25 years and that *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 Chair.
- 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 all District committees is 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 chair 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 a sub-Committee of the District Executive Committee and has the following responsibilities:

1. To discharge, acting on its behalf, the District Executive Committee's responsibilities for the operation and support of the Explorer Scout Section and Scout Network.
2. To support - in such ways as identified - the District Explorer Scout Commissioner and the District Scout Network Commissioner in undertaking their roles.
3. To provide a focus and forum for the sharing of knowledge and good practice between those operating and supporting Explorer Scout Units and the District Scout Network.
4. To bid for funds during the District's annual budget cycle to support the work of the 14-25 Finance and Support Group.
5. To identify the resources needed to support the delivery of Explorer Scouting or Scout Network in the District. If appropriate provide finance from the District Explorer Scout Fund or bid for funds from District.
6. To assist to facilitate the successful transition of Scouts to Explorer Scouts and Explorer Scouts to Scout Network.

7. To administer the District Explorer Scout Fund (a restricted fund within the District's accounts) - to be carried out by the District Explorer Scout Administrator in accordance with agreed procedures.
8. To provide guidance (on behalf of the District Executive Committee) as to the proper administration of their funds by each Explorer Scout Unit.
9. To scrutinise each Explorer Scout Unit's accounts as soon as is practical after the end of each financial year.
10. To administer the claiming of Gift Aid on membership subscriptions paid for Explorer Scouts (together with any other eligible donations) and to distribute the monies received on a pro rata basis to each Explorer Scout Unit.
11. To identify opportunities for the recruitment of both adult leaders and other adult support.
12. To appoint a Quartermaster to be responsible for the proper management (ensuring the effective issue and return of items, maintenance, inventory management and insurance as arranged by the District Finance Officer) of all District property held in the name of Explorer Scouts or Scout Network.
13. To support the District Explorer Scout Commissioner or District Scout Network Commission with the planning of any District events or co-ordinating participation in County, Regional or National events.

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 2022.