

## TERMS OF REFERENCE OF THE APPOINTMENTS ADVISORY COMMITTEE

### Purpose:

The Appointments Advisory Committee is mandatory for the District and exists to assist with the process of appointing adults in Scouting.

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 Appointments Advisory Committee reports to the Executive Committee and is to ensure that the latter is kept apprised of any matters which affect both the appointment and renewal of adult in Scouting.

### Membership:

The following members of the Appointments Advisory Committee are appointed by the District Executive Committee:

- **Appointments Chairman** is appointed to lead the Appointments Advisory Committee. The Chairman must not be the Chairman of the District Executive Committee (because the Chairman of the Executive Committee is involved in the resolutions of disputes involving the Appointments Advisory Committee).
- **Appointments Secretary** is appointed to ensure that the required administration is carried out for the Appointments Advisory Committee.
- **Appointments Members** sufficient to ensure that three members can be found to undertake the interview for each applicant.

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

Further guidance is contained within 'The Appointments Process' contained within Policy, Organisation and Rules of The Scout Association.

### Meetings:

A panel (the Appointments Panel) of three persons from the Appointments Advisory Committee undertakes an interview with an applicant for an appointment in Scouting. An Appointments Panel will meet at regular intervals in order to ensure that there is no delay introduced into the appointment process.

### Report to the District Executive Committee:

The Appointments Chairman will report to each meeting of the District Executive Committee on the work of the Appointments Advisory Committee - including highlighting any areas of concern which the Executive Committee needs to be aware of.

### Remit:

Taken from Policy, Organisation and Rules of The Scout Association, the Appointments Advisory Committee is responsible to the District Executive for:

1. Interviewing candidates and recommending appointments to be made (including new appointments and changes in appointment).
2. Providing advice to the District Commissioner on the outcome of suspension of membership for an adult appointment.

3. When requested providing advice to the District Commissioner on the action to take in the event that an adverse personal enquiry is received.
4. Providing advice to the District Commissioner on the renewal of appointments.
5. Taking part in the resolution of complaints from applicants regarding the outcome of the appointment process.
6. Considering together with the District Commissioner recommendations to cancel appointments as a result of disagreements between adults.

Further guidance is contained within 'The Appointments Process' contained within Policy, Organisation and Rules of The Scout Association plus allied publications.

**Note:**

All Advisory 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 2021.