

The Group Executive Committee



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Help For Group Executive Committees.

Executive committees are an important part of Scouting – but are often overlooked. This Factsheet provides an outline description of the responsibilities of an executive committee together with some pointers to other information that may be useful for members of executive committees.

Charity Trustees

All members of executive committees are charity trustees; this is important and all committee members must be aware of their responsibilities. Charity trustees are responsible for carrying out their role with due regard to the purpose of the charity and acting as a reasonable person. Trustees can, in some circumstances, be liable for financial loss incurred by the charity and must therefore consider their decisions very carefully. Trustees are unlikely to be liable if they: act reasonably; work within the governing document (in our case *“Policy, Organisation and Rules of The Scout Association”*) and take proper and appropriate advice when they don't know enough to make the decision or are required to do so by law.

Whilst this is a big responsibility, the good news is that there are some excellent documents available without charge from the Charity Commission. The Charity Commission is the body responsible for regulating the work of charities in England and Wales. It provides advice for charities and will also take legal proceedings against charities and their trustees if they break the law.

The Charity Commission has an excellent website from which one can download some useful documents. Visit:

<http://www.charity-commission.gov.uk>

The documents of particular interest are:

- CC3 - Responsibilities of Charity Trustees
- CC3a - Responsibilities of Charity Trustees: A Summary

Both documents are available to download from the Charity Commission's website.

The documents are also available in printed form from the Charity Commission on 0870 333 0123.

It is important to ensure that all members of the executive committee are aware of their responsibilities as charity trustees. One way of achieving this is to ensure that everyone who expresses an interest in joining the executive receives the outline booklet (CC3a) in time to read it before standing for election at the Annual General Meeting. The full document (CC3) could be given to each committee member at or before the first meeting after the Annual General Meeting.

The Group Executive Committee

Full details of the responsibilities of the Group Executive Committee can be found in chapter three of *“Policy, Organisation and Rules of The Scout Association”* (POR). It is important to remember that the Scout Group is led by the Group Scout Leader and managed by the Group Executive Committee (and both are responsible to the Group Council for the satisfactory running of the Group) [POR rule 3.22b].

The Scout Information Centre

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Rule 3.23b(i) covers the responsibilities of the Group Executive Committee as follows:

“The Group Executive Committee exists to support the Group Scout Leader in meeting the responsibilities of their appointment. The Committee is responsible for:

- *the maintenance of the Group’s property and equipment;*
- *the raising of funds and the administration of the Group’s finance;*
- *the insurance of persons, property and equipment;*
- *Group public occasions; and*
- *assisting with the recruitment of Leaders and other adult support.”*

An important point to note is that the Group Executive is not only concerned with the administration of the Group – but also with how the Group is regarded in public and ensuring that there are sufficient Leaders to run the Sections and that these adults are supported in their roles.

The Group Executive consists of some people who are members because of their position (the *ex-officio* members), these are:

- Group Scout Leader
- Group Chairperson
- Group Treasurer
- Group secretary
- Assistant Group Scout Leader (if any)
- all Section Leaders (*not* Assistant Leaders or Section Assistants)
- the chairperson of the Group Fellowship (if there is one)
- Explorer Scout Leader (if stated in the partnership agreement)
- The sponsoring authority.

In addition to the *ex-officio* members, there are three other groups of people who may be members of the Group Executive:

- **elected members** – these are elected by the Group Council at the Annual General Meeting and there are normally four to six of them;
- **nominated members** – these are nominated by the Group Scout Leader in consultation with the Group Chairman at the Annual General Meeting and there must be no more than the number of elected members;
- **co-opted members** – these are co-opted by the Group Executive Committee and there must be no more than the number of elected members.

POR rule 3.23b(ii) covers the membership of the Group Executive Committee in detail. The membership is set up this way to ensure that the interests of the Group Council and the Group Scout Leader are represented, and balanced. It also serves to broaden the membership of the Executive – possibly to bring in people from other parts of the local community.

The co-opted members are often used to bring particular skills into the Executive Committee, perhaps because of a particular project that is being undertaken or problem that is being tackled.

Ideally there should be a parent from each Section in the Group on the Executive Committee [POR rule 3.23b(iii)].

Publications From The Scout Association

Some specific help is available for chairperson, treasurers, secretaries and members of Group Executive Committees:

- “Supporting The Group Chairman”
- “Supporting The Group Secretary”
- “Supporting The Group Treasurer”
- “Supporting The Group Supporter”

These books are available from the Scout Information Centre on 0845 300 1818 and can be downloaded for free from

www.scouts.org.uk/adultsupport