

# Pontefract & Castleford Scout District

Registered Charity Number 524785

## Terms of Reference – District Explorer Scout Sub-Committee and the Provision of Explorer Scouting across the District

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### Version History

Version		Date
V0.1	Split from the District Constitution	

## 1. Introduction

The District Executive Committee has trustee responsibilities through Policy Organisation and Rules for the management and oversight of the Explorer Scout provision across the District.

To enable the full District Executive Committee to focus on the wider responsibilities of its remit under the District Constitution a sub-committee has been established to focus on specific responsibilities for the management and oversight of the Explorer Scout section.

The management responsibilities are therefore delegated to this sub-committee through this document and a report should be provided to the full District Executive Committee at each of its meetings outlining the current position of the provision.

## 2. Membership of the Explorer Scout sub-committee

### a. Members

The District Commissioner, Deputy District Commissioners, District Explorer Scout Commissioner and the District Chairman will be ex officio members of any sub-Committee of the District Executive Committee.

Two members of the District Executive Committee other than the District Commissioner, Deputy District Commissioners or District Explorer Scout Commissioner shall also be elected to the sub-committee by the full District Executive Committee.

One Leader from each of the Explorer Scout Units including the Young Leader Explorer Scout Unit shall also be voting members of the sub-committee. Where an Explorer Scout Leader is also the representative from the Young Leader Explorer Scout Unit only one vote will be counted.

Assistant Explorer Scout Leaders and one representative Explorer Scout from each Unit may also attend the sub-committee but have no voting rights.

Voting rights lay with:

- District Commissioner
- Deputy District Commissioner
- District Explorer Scout Commissioner
- District Chairman
- Two members of the District Executive (this may include the District Chairman)

- The representative Leader from each Explorer Scout Unit including the Young Leader Explorer Scout Unit.

#### b. Quorum

A quorum for the Committee will consist of at least 50% of Committee members (or their deputies, nominated by the core members of the Committee). A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities and duties vested in or exercisable by the Committee.

Where the District has not appointed a District Explorer Scout Commissioner or Deputy District Commissioner the quorum shall be 50% of the Committee as detailed above excluding these members.

The District Commissioner or one of the Deputy District Commissioners and at least one member of the District Executive Committee must be present at each meeting and form part of the quorum.

#### c. Chair

The meetings will be chaired by the District Explorer Scout Commissioner or Deputy District Commissioner in the absence of a DESC.

### 3. Frequency and Administration of meetings

Meetings of the Explorer Scout Sub-Committee should be aligned to the academic school terms and scheduled at least two weeks before the full District Executive Committee.

The District Explorer Scout Administrator or District Executive Secretary in the absence of a DESA will support the co-ordination of sub-committee meetings including circulating papers, recording minutes and capturing actions.

The minutes of the Explorer Scout sub-committee should be circulated to all members of the District Executive Committee within 7 days of each sub-committee meeting. Minutes will be discussed by exception at the full Executive meeting.

#### a. Standing Agenda for meetings

The standard agenda for these meetings will include:

- Review and publication of rolling programme for the forthcoming term
- Safety Update
- Awards Update
- Income and Expenditure Report for Explorer Scout provision across the District

- District Events
- Any additional agenda items will be added and circulated at least one week before each meeting

#### 4. Authority & Delegation

The Explorer Scout sub-committee will have authority delegated to it by the full District Executive as follows:

##### a. Program

The oversight and approval of the programme rests with the District Commissioner and District Explorer Scout Commissioner.

Each Units programme for each term will be distributed and reviewed at each sub-committee meeting to ensure a fully balanced programme is available to all members.

The District Commissioner must be notified of events held outside the District by the leader in charge at least 14 days prior to the event. Each event requiring an activity or Nights Away permit will be led by a permit holder under the approval of the District Commissioner.

Events held within the District but outside the usual Unit meeting place will be approved by the District Explorer Scout Commissioner or Deputy District Commissioner under the delegated authority of the District Commissioner.

##### b. Money

All money, other than a reasonable float, shall be held in a central bank account managed by a member of the District Explorer Leadership team nominated by the District Executive Committee and overseen by the District Treasurer or other person delegated by the District Executive Committee.

All Signatories on the central bank account will be approved by the District Executive Committee including, but not limited to, the following:

- District Commissioner
- District Explorer Scout Commissioner
- District Treasurer
- District Explorer Scout Treasurer
- Explorer Scout Leader(s)

The District Executive Committee approves the use of one account signatory on the District Explorer's central bank account to issue cheques and endorses the use of on-line banking services to manage the account. The District Treasurer and the District Explorer Scout Treasurer will be the "authorised users" of the on-line banking service to ensure the District

Executive Committee has visibility and control of financial records and account activities.

The District Explorer Scout Leadership teams will discuss new initiatives that have financial implications with the District Commissioner and the District Treasurer prior to the commitment of any expenditure so approval can be requested from the District Executive Committee if deemed appropriate.

The sub-committee will set the monthly membership subscriptions for members of all Units at the start of each financial year and will be paid by standing order direct to the central bank account. In the event of an Explorer Scout having difficulties paying by standing order, alternative payment plans can be agreed locally with the Explorer Scout and parent. Each Unit will be responsible for the collection of all their members' subscriptions and payments should be received in advance rather than in arrears. The District Explorer Scout Treasurer will notify the Unit leaders if any standing orders are cancelled by their members.

The monthly Unit membership fee collected from Explorer Scouts and any additional Unit fundraising must be able to cover all the Unit operating costs including the payment of the annual membership fee to the District Executive Committee. In principle, all Units must operate within budgetary constraints and be self-financing.

Each Unit can retain a working float or retrospectively claim expenses from the District Explorer Scout Treasurer to run weekly meetings. All Explorer income and expenditure will be recorded on District Explorer income and expense sheets and submitted to the District Explorer Scout Treasurer for account management, audit and reporting requirements.

Each Unit has the authority to commit their own Unit funds to promote and develop their Explorer Scout provision across the District subject to retaining sufficient funds to cover the District annual subscriptions.

The District Explorer Scout Treasurer will maintain all Gift Aid declarations and claim Gift Aid on Explorer membership subscriptions and qualifying donations. All rebates received will be allocated back to each unit and recorded as fundraising on the Unit accounts.

Units may raise additional funds through fund raising activities towards the cost of programmes, activities and equipment.

Quarterly income and expenditure reports will be submitted by the District Explorer Scout Treasurer to the District Treasurer or other person delegated by the District Executive Committee. The reports will include:

- Unit membership headcount
- Unit account balances
- Unit Income and Expenditure summary
- Reserved / ring fenced funds for future activities / camps
- Membership subscription projections and payment issues
- Operating costs and liabilities

Annual District Explorer Accounts will be submitted by the District Explorer Scout Treasurer to the District Treasurer for scrutiny and approval by the District Executive Committee in line with the production of the District Annual Accounts.

### c. Equipment

Any equipment for bought for the use of the Explorer Scouts in the District is the property of the District Executive Committee. Where equipment is bought specifically for use by the Explorer Scouts it will be stored appropriately in a place approved by the sub-committee.

An equipment asset list will be maintained by each Unit detailing the condition and storage location and accessible to the sub-committee and District Executive Committee at any time.

Equipment valued over a limit set by the District Executive shall be insured by the District Executive as part of the overall District property insurance programme.

### d. Membership Records

All members' records are the property of the District and the responsibility of the District Executive Committee.

Members' records will be held by the Unit Leaders in a secure manner in compliance with HQ guidelines. (Data Protection and the Data Protection Act 1998 (FS270001))

The Unit Leader is responsible for ensuring that each member completes an application form detailing the usual contact details, etc. The application will be signed by a parent or guardian and include a data protection clause and photography permission form.

A Central Explorer Scout register will be maintained by the District Explorer Scout management teams and submitted to the District Secretary following the annual census return.

The records will be accessible to the sub-committee and District Executive Committee at any time.