

Preamble

These Bylaws have been enacted by the Regional Trustee Board of Clyde Scouts for the regulation of its procedures and to facilitate the management of the affairs of the Regional Scout Council (RSC).

Any changes in the Bylaws shall be approved by the Regional Trustee Board and reported to the next Annual General Meeting of the RSC.

These Bylaws were approved at a meeting of the Regional Trustee Board held on 23 April 2008 and updated on 25 March 2009, 27 October 2010, 18 September 2013, 18 November 2015, 12 September 2016, 11 January 2017, 15 November 2017, 20 June 2018, 23 April 2019, & 16 November 2022, 12 January 2024, 21 October 2024 & 19 November 2024.

Committees / Forums

In addition to the RSC and the Regional Trustee Board, the following sub-Committees will normally operate in the Region and other short-term forums, or sub-Committees may, from time to time be agreed upon by the Regional Trustee Board or one of its sub-committees:

- General Purposes sub-Committee
- Business Committee
- Regional Leadership Meeting
- Regional Support Team Meeting
- Regional Programme Team Meeting
- Regional Volunteer Development Team
- District Lead Volunteers Meeting

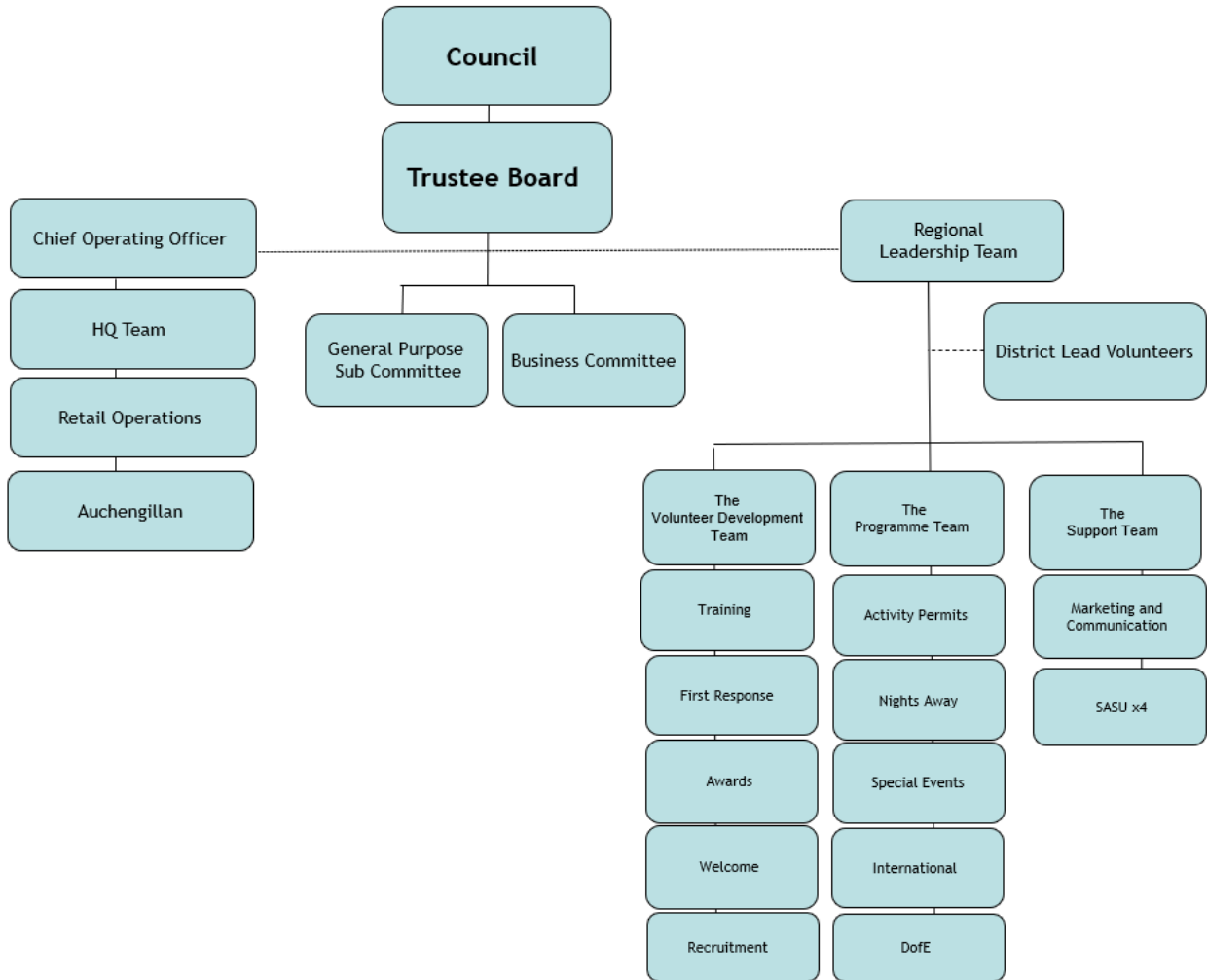
Contact Information

Further information on the work of Clyde Scouts is available from the Regional Office which can be contacted during normal working hours as follows:

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Regional Structure:



1. Arrangements for Meetings of Committees & sub-Committees

- (a) Members of staff who are employed by the RSC, may, at the written invitation of both the Regional Lead Volunteer & Regional Chair attend meetings of the RSC or the Regional Trustee Board to contribute to discussion in connection with their area of responsibility. In addition, members of the staff team will be invited to attend a variety of committee meetings to discuss standing items of business within their areas of responsibility. Members of staff will not be allowed to vote on any matter at any meeting.
- (b) At meetings of the RSC, a quorum shall consist of 15 members present in person, or virtually.
- (c) The quorum at meetings of the Regional Trustee Board shall be a minimum of 1/3rd plus 1 of the Board membership and the Regional Trustee Board shall set the quorum for meetings of its sub-committees, as contained within these Bylaws.
- (d) In meetings of the RSC, the Regional Trustee Board and its sub-Committees only members of such Council, Board and sub-Committees may vote, respectively.
- (e) The Regional Trustee Board shall normally meet on not less than four occasions each year. Not less than five days' notice of all meetings of the Regional Trustee Board and its sub-Committees specifying the venue, date and time of the meeting and stating the general nature of the business to be transacted shall be given to each member of the Board or sub-Committee, by post or electronically, as appropriate. The accidental omission to give notice of a meeting or the non-receipt of notice by any members shall not invalidate the proceedings at any meetings, including meetings of the RSC.
- (f) No business shall be transacted at any meeting other than the business of which notice has been given unless in particular circumstances the Chair of the meeting decides otherwise. The Chair of a meeting shall have power to rule that any motion first made at the meeting be treated as a notice of motion only in which case: (a) the motion shall not be discussed or put at the meeting at which it is first made but explanations may be given at the discretion of the Chair of the meeting who will thereafter rule that notice of the motion has been duly given, (b) full details of the motion shall be circulated to members as soon as is practicable after the meeting at which notice of the motion has been given; and (c) the motion shall be placed on the Agenda for the first suitable meeting after the meeting at which notice of the motion has been given.
- (g) In addition to its Annual General Meeting, the RSC may also hold Ordinary Meetings, to facilitate good relations between the Region, Districts and Groups.
- (h) Details of the two named representatives of each District Scout Council in the Region should be supplied to the Regional Secretary at least thirty days before the Annual General Meeting of the RSC.
- (i) Notices of motion for consideration at any meeting of the RSC or the Regional Trustee Board may be submitted by any member of such Council or Board or by resolution of a District Scout Council or District Trustee Board, at least ten working days before the meeting at which they are to be considered.
- (j) The Chair of a meeting shall be the sole judge of points of order and their decision thereon shall be final.
- (k) At the discretion of the Chair of the meeting, on the proposal of a voting member of the Board, with the support of at least half of those present, a meeting of the RSC, the Regional Trustee Board or any Sub Committee may be adjourned to allow for the business of the meeting to be fully considered at a future date and time to be set.

(l) Minutes shall be kept of the proceedings of all meetings and the Regional Administrator shall be the custodian of all Minutes. Members of the RSC shall have the right to inspect and take extracts from any of the Minutes of meetings of the Council, the Trustee Board and its sub-Committees, with the exception of the General Purposes Sub-Committee's Private Staffing Minute Book (PSMB) and the Regional Administrator shall make suitable arrangements to make them available for this purpose.

(m) Requests for inspection of the General Purposes Sub-Committee's PSMB should be made to the Regional Chair who will decide whether or not such requests are reasonable and should be granted.

(n) All committees and sub-committees (with the exception of the District Lead Volunteers meeting) shall have wherever possible will have at least 1 but no more than 2 members aged 18-25 (the General Purposes sub-Committee due to its size shall have 1); normally these will members of the Trustee Board. However, when there are not enough members of Trustee Board aged 18 to 25 to fulfil this commitment (or the time commitment is considered by them to be too onerous) the Chairs of the committees should co-opt members to fill the vacancies.

2. Liability of Trustees

The voting members of the RTB are the RSC's Trustees. Provided that Trustees do not commit an act of personal negligence that would expose the charity to risk, the Trustees will be covered by the Trustee Liability Insurance Policy that is effected by The Scout Association.

3. Appointment & Election of members of committees and sub-Committees

(a) Appointment of Members of the Regional Trustee Board

3.1 Up to eight members of the RSC shall be appointed in accordance with the Bylaws of Clyde Scouts, of which not more than two elected members shall be from the same Scout District holding a Scout appointment in that District. Of the appointed members of the Regional Trustee Board, one-third shall retire at the Annual General meeting in each year in accordance with the Bylaws.

3.2 Appointed members shall take office immediately after the AGM at which their appointment is approved and hold office until the conclusion of the AGM three years thereafter.

3.3 Trustee vacancies will be advertised publicly at least 60 days prior to the date of the Regional AGM. An open recruitment process will aim to increase the pool of potential trustees increasing the mix of skills and knowledge and diversity on the Regional Trustee Board.

3.4 Expressions of interest will be received by the Regional Administrator no later than 30 days before the AGM and candidates will be selected for interview by the Regional Lead Volunteer, Regional Chair and Regional Administrator.

3.5 Preferred candidates will be recommended to the Regional Trustee Board in advance of the Regional AGM where final approval is sought.

(b) Appointment of Regional Chair

To support the Regional Lead Volunteer in identifying candidates for the role of Chair, a search group will be established comprising the Regional Lead Volunteer, Chief Operating Officer and three Members of the Council (who have previously served or are serving on the Regional Trustee Board). The final decision in relation to the nomination of Chair rests with the Regional Lead Volunteer and is subject to approval by the Regional Scout Council.

4. Whilst the terms of reference for Boards and sub-committees on the following pages make reference to the Regional Administrator, Clyde Scouts Chief Operating Officer fulfils that role.

(c) Appointment of members of sub-Committees

The Regional Trustee Board is responsible for appointing members of the Business Committee.

Members of other committees sit on them by virtue of their appointment.

In order that members of the Trustee Board can ensure that sub-committees are populated with volunteers with the right skills, knowledge and experience, proposals for committee members must be shared confidentially with members of the Trustee Board prior to appointment.

Members of the Trustee Board will be consulted by email and asked to reply to both the Regional administrator, and copied to the Regional Chair, to confirm whether or not they are happy for the individual(s) to be appointed. Where there is not a consensus in favour or there are concerns, any decision about the candidates being appointed will be deferred until the next available Trustee Board meeting, when the matter will be the subject of confidential discussion by the Trustee Board.

5. Terms of Reference of the General Purposes sub-Committee

Purpose

The General Purposes Sub-Committee is a sub-Committee of the Regional Trustee Board (RTB) and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Trustee Board (RTB)

Functions, Roles & Responsibilities

- The General Purposes Sub-Committee is empowered, in exceptional circumstances, to make urgent decisions on behalf of the RTB or the Business Committee when these cannot reasonably or prudently be delayed until the next meeting of the RTB or Business Committee and do not warrant the calling of a special meeting.
- Before taking any decision, members of the RTB or the Business Committee will be advised of the circumstances surrounding the requirement to take an urgent decision by email and any decision taken under these powers shall be reported by Minute to the next meeting of the RTB or Business Committee.
- These powers do not extend to any matter involving a change in current policy or where there is doubt about change in current policy. Any such matter, however urgent, must be referred to the RTB or Business Committee as appropriate.
- The General Purposes Sub-Committee is responsible for, and is empowered to make decisions in connection with, all matters pertaining to the employment of staff in the service of the Scout Council and shall maintain a confidential Private Staffing Minute Book in which shall be recorded decisions relative to salaries, pensions, other benefits, grievances and disciplinary matters and such like.
- Members of the Regional Trustee Board may, with the approval of the Regional Chair, have access to the confidential Private Staffing Minute Book. The employment and any termination of employment of the Regional Secretary shall be subject to confirmation by the Regional

Trustee Board.

- Where a staffing matter being considered by the General Purposes sub-Committee will either change the staffing structure or may lead to a change in the staffing structure, this should be shared confidentially with the Regional Trustee Board, as a recommendation from the General Purposes sub-Committee.

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the General Purposes sub-Committee is subject to annual renewal by the RTB.

Composition

- Regional Lead Volunteer (ex-officio)
- Regional Chair (ex-officio)
- Chair of The Business Committee (ex-officio)
- Regional Vice Chair
- Regional Treasurer
- Regional Administrator
- A member of the Regional Trustee Board
- At least 1 but no more than 2 members of the committee should be between the ages of 18 to 25 years old. If none of the office bearers are in that age range, a suitable young person from the Regional Trustee Board should be identified as an additional member.

The quorum for meetings of the General Purposes sub-Committee is three Members eligible to vote, one of whom shall be the Regional Chair or the Regional Lead Volunteer.

The Chair of meetings of the General Purposes sub-Committee shall, subject to approval annually by the Regional Trustee Board, be the Regional Chair, who failing the Regional Vice Chair, who failing such other persons as the General Purposes sub-Committee shall from time to time appoint from its membership.

The Secretary of the General Purposes sub-Committee shall be the Regional Administrator, who shall take a Minute of each meeting of the Committee. The Regional Administrator shall be excluded from consideration of any business at any meeting of the Committee where matters related to their employment are to be considered, and in that event, the Chair of the meeting shall prepare the Minute of that meeting, or that part of that meeting, as the case may be.

Working Methods

- The General Purposes Sub-Committee shall meet on such dates and at such times as are consistent with the requirements of the proper conduct of its business as may be determined necessary by the Regional Chair and the Regional Lead Volunteer or either of them.
- In addition to dealing with all staffing matters, the business of the General Purposes sub-Committee will be determined by what support is needed for current work and projects in between meetings of the Trustee Board and Business Committee.
- The General Purposes Sub-Committee will have an agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Administrator.
- The General Purposes Sub-Committee will not normally establish sub-committees but may establish short-life working groups as required to facilitate exercising its responsibilities.

Communications

- Not less than 48 hours' notice of all meetings of the General Purposes sub-Committee shall be given to all members of the Committee. If so, agreed by all members, rather than convene a meeting to transact business, business may be transacted by e-mail and recorded in a written resolution signed by all members entitled to vote, recording the decision taken by the General Purposes sub-Committee.
- Minutes and actions arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and actions will be shared with members of the RTB at their next meeting and included on the agenda and in the documentation for that meeting.
- Members of the General Purposes sub-Committee will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision making and voting

- The General Purposes Sub-Committee must achieve consensus around issues that require a decision, otherwise the issue will be referred to the RTB for electronic vote or consideration at a future meeting of the RTB.

6. Terms of Reference of the Business Committee

Purpose

The Business Committee is a principal sub-Committee of the Regional Trustee Board (RTB) and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Trustee Board (RTB)

Functions, Roles & Responsibilities

The Business Committee exists to support the operation of the Scout Council's affairs with delegated responsibility from the RTB to oversee the management of Auchengillan Outdoor Centre, The Glasgow Scout Shop, Avondyke & Coltswood. The committee is additionally responsible for overseeing the financial affairs of the Scout Council and has particular responsibility for:

- Implementing a stable and sustainable business structure for growth that is flexible, meets modern demands and economic cycles and delivers a surplus from our trading entities to enable us to invest in growing and supporting Scouting in accordance with our strategy.
- Approving an annual operating and capital investment budget for all operations.
- Approving budgets for any project-based activities or events and monitoring their financial governance.
- Monitoring quarterly management accounts.
- Ensuring that adequate insurances are in place and that risk management is regularly reviewed, including monitoring and updating of a Key Risks Matrix.
- Ensuring that repair and investment plans are in place for all land and property owned by or occupied by the Clyde Scouts.
- Helping local Scouting to be aware of how the trading activities support programme delivery through discounted charges.
- Any other work that may be delegated to it by the RTB.

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the Business Committee is subject to annual renewal by the RTB.
- The Chair of the Business Committee shall be appointed annually by the RTB and will be an appointed member of the RTB.

Composition:

- Chair of the Business Committee.
- Regional Chair (ex-officio).
- Regional Vice Chair (ex-officio).
- Regional Lead Volunteer (ex-officio).
- Regional Treasurer.
- Regional Administrator.
- Glasgow Scout Shop Manager
- General Manager, Auchengillan.
- At least 1 but no more than 2 members aged 18 to 25. If not fulfilled by the normal committee membership detailed above the Chair of the committee should co-opt members to fill these roles based on skills.

The quorum for meetings of the Committee is two thirds Members eligible to vote and must include at least the Chair of the Business Committee, the Regional Chair or the Regional Vice Chair.

Where the Chair is unable to be present, the Business Committee shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items, but they will be without vote.

Working methods

- The Business Committee operates quarterly between meetings of the RTB or at other times as directed.
- The Business Committee will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Administrator.
- The Business Committee will have authority to establish sub-committees and / or short-life working groups as required to facilitate exercising its responsibilities

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Business Committee shall be given to all members of the Committee
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the RTB and included on the agenda and in the documentation for the next meeting of the RTB.
- Members of the Business Committee will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Business Committee must achieve consensus around issues that require a decision, otherwise the issue will be referred to the Regional Trustee Board for electronic vote or consideration at a future meeting.
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the RTB.

7.0 Terms of Reference of the Regional Leadership Team

Purpose

The Regional Leadership Team is a principal sub-Committee of the Regional Trustee Board (RTB) and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Trustee Board (RTB)

Functions Roles & Responsibilities

The Regional Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure their Regional teams are organised, have enough volunteers, and can deliver a great programme. The Leadership Team will

Make sure teams across the Region:

- Work well on their own (and together).
- Support young people and volunteers to feel welcome and included and make changes (when necessary) so the environment and activities are accessible for everyone.
- Are inclusive and reflect the demographics of their local area.
- Have the resources, skills, and enthusiasm to deliver the Regional strategy.

Make sure:

- Volunteers in the Region teams fulfil their safety and safeguarding responsibilities, including keeping up to date with changes and learning.
- Any helpers are briefed on the practical aspects of safety and safeguarding. This includes giving them a copy of the Yellow Card and confirming they've read and understood it. Check they know who to speak to if they have any concerns.
- Volunteers are aware of Our Volunteering Culture, reflect on it, commit to it, and apply it in their teams

Term

- Other than members whose term of office is determined through another role held, the term of office for members of the Regional Leadership Team is subject to annual renewal by the RTB.
- The Chair of the Regional Leadership team shall be the Regional Lead Volunteer.

Composition

- Regional Lead Volunteer
- Regional Youth Lead Volunteer
- Regional Administrator
- Regional Volunteer Development Lead
- Regional Programme Lead
- Regional Support Lead

The quorum for meetings of the Committee is four Members eligible to vote and must include at least the Regional Lead Volunteer .

Where the Chair is unable to be present, the Regional Lead Team shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items, but they will be without vote.

Working methods

- The Regional Leadership Team operates quarterly between meetings of the RTB or at other times as directed.
- The Regional Leadership Team will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Administrator.
- The Regional Leadership Team will have authority to establish sub-committees and / or short-life working groups as required to facilitate exercising its responsibilities

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Regional Leads Team shall be given to all members of the Committee.
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the RTB and included on the agenda and in the documentation for the next meeting of the RTB.
- Members of the Regional Lead Team will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Regional Lead Team must achieve consensus around issues that require a decision, otherwise the issue will be referred to the RTB for electronic vote or consideration at a future meeting.
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the RTB.

8.0 Terms of Reference of District Lead Volunteer Meetings

Purpose

The District Lead Volunteer meeting operates in conjunction with the Regional Leadership Team and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Trustee Board (RTB)

Functions Roles & Responsibilities

The District Lead Volunteer Meeting exists to provide support to District Leads in fulfilling the responsibilities of their role and is particularly responsible for:

- Ensuring that an annual plan of development and support activities exists to support Scouting in Groups, Districts across the Region.
- Planning a programme work to grow the Region's youth and volunteer membership in line with the agreed strategy.
- Embedding a positive culture of safety, safeguarding and compliance across the Region.
- Increasing the number of adults who complete their volunteer training commitment.
- Providing a forum for information sharing between Districts.
- Securing local buy-in for activities being delivered by Clyde Scouts.
- Reviewing and recommending modification of support structures as necessary.
- Maximising potential communications (internal and external) opportunities for Clyde Scouts.
- Supporting the work of District Trustee Boards as required.
- Providing such other support as Districts may require.

Term

- All members of this committee's term of office are determined through another role held.
- The Chair of the District Lead's meeting shall be the Regional Lead Volunteer.

Composition

- Regional Lead Volunteer
- Regional Youth Lead Volunteer
- Regional Chair
- Regional Administrator
- District Lead Volunteers x 8

The quorum for meetings of the Committee is six Members eligible to vote and must include at least the Regional Lead Volunteer .

Where the Chair is unable to be present, the District Lead's meeting shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items, but they will be without vote.

Working methods

- The District Lead's meeting operates quarterly between meetings of the RTB or at other times as directed.
- The District Lead's meeting will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair and the Regional Secretary.
- The District Leads meeting will have authority to establish sub-committees and / or short-life working groups as required to facilitate exercising its responsibilities

9.0 Terms of Reference of Regional Volunteer Development Team

Purpose

The Regional Volunteer Development meeting operates in conjunction with the Regional Leadership Team and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Trustee Board (RTB)

Functions Roles & Responsibilities

The Regional Volunteering Development Team makes sure all volunteers in their Region have a fantastic volunteering experience. They make it easy for people to join and learn new skills.

Attract and welcome new volunteers to Region teams:

- Use Scouts branded resources to attract new volunteers and show that Scouts is inclusive and open to all.
- Reply quickly and positively to possible new volunteers.
- Make sure new volunteers are welcomed easily and smoothly, including supporting volunteers to share any reasonable adjustments they may need.
- Introduce new volunteers to District Lead Volunteers and members of Regional Teams.

Make sure volunteers are well-supported:

- Support all Regional Teams (including District Lead Volunteers) to follow our approach to equity, diversity and inclusion, safer volunteer recruitment, joining, reviews, and processes for leaving Scouts.
- Help and encourage Regional Team Leaders to regularly check in with their Team Members to make sure they're enjoying volunteering.

Help volunteers with learning:

- Make sure volunteers across the Region can access relevant Managers and Supporters training.
- Help volunteers find and engage in opportunities for learning and development.
- Coordinate Scouts learning that needs to be delivered by an accredited Trainer – including organising and supporting the Trainers.
- Use learning delivery materials developed by Scouts (such as training sessions, workshops, activities, and so on) and make changes (when necessary) so activities are accessible for everyone.
- Help volunteers connect across the Region and beyond to learn, share best practices and overcome shared challenges.
- Set up learning opportunities with external organisations (if relevant and helpful).
- Support and recognise volunteers for their prior learning and experiences, and credit this in their records.
- Learn from people in other Volunteering Development Teams. Recognise volunteers:
- Recognise and appreciate volunteers for their brilliant work, formally and informally.

Term

All members of this committee's term of office are determined through another role held. The Chair of the Regional Volunteer Development meeting is the Volunteer Development Lead Volunteer

Composition

- Volunteer Development Lead
- Training Lead
- First Response Lead
- Welcome to Scouting Lead
- Recruitment Lead
- Awards Lead

The quorum for meetings of the Committee is three Members eligible to vote.

Where the Chair is unable to be present, the group shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items, but they will be without vote.

Working methods

- The Regional Volunteer Development meeting operates quarterly between meetings of the RTB or at other times as directed.
- The Regional Volunteer Development meeting will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair.

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Regional Volunteer Development Meetings shall be given to all members of the Committee
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the Regional Leadership Meeting and included on the agenda and in the documentation for the next meeting of the Region Leadership Meeting. .
- Members of the Volunteer Development Meeting will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Volunteer Development Team meeting must achieve consensus around issues that require a decision, otherwise the issue will be deferred for consideration at a Regional Leadership Meeting .
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the RTB.

10.0 Terms of Reference of Regional Support Team

Purpose

The Regional Support meeting operates in conjunction with the Regional Leadership Team and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Trustee Board (RTB)

Functions Roles & Responsibilities

The Regional Support Team gives tools and resources to help Scouts run smoothly in the Region.

- Support Scouts locally by engaging with the community
- Create and look after relationships with other organisations that can help Scouts grow locally and further our reach into more communities.
- Create a positive image of Scouts in the local community. For example, through local media, showing that Scouts is inclusive and open to all.
- Plan and run fundraising events when they're needed.

Support effective processes:

- Set up and look after email, web, social media, and web meeting systems for the Region
- Help with other admin and planning to support Regional teams as required.
- Manage Regional property and equipment including but not limited to bookings, maintenance and compliance.

Term

All members of this committee's term of office are determined through another role held.

- The Chair of the Regional Support Team meeting is the Regional Support Lead Volunteer

Composition

- Regional Support Lead Volunteer.
- Marketing and Communications Lead Volunteer
- Pinkston SASU Lead Volunteer
- Auchengillan Lead Volunteer
- Coltswood Lead Volunteer
- Avondyke Lead Volunteer

The quorum for meetings of the Committee is three Members eligible to vote.

Where the Chair is unable to be present, the group shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items, but they will be without vote.

Working methods

- The Regional Support meeting operates quarterly between meetings of the RTB or at other times as directed.
- The Regional Support meeting will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair.

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Regional Support Meetings shall be given to all members of the Committee
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the Regional Leadership Meeting and included on the agenda and in the documentation for the next meeting of the Region Leadership Meeting. .
- Members of the Support Team will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Support Team meeting must achieve consensus around issues that require a decision, otherwise the issue will be deferred for consideration at a Regional Leadership Meeting .
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the RTB.

11.0 Terms of Reference of the Programme Team

Purpose

The Programme team meeting operates in conjunction with the Regional Leadership Team and the purpose of this Terms of Reference is to establish the method of operation for that committee of the Regional Trustee Board (RTB)

Functions Roles & Responsibilities

The Regional Programme Team oversees and supports the delivery of quality programmes for young people. This includes promoting and supporting Top Awards and supporting Section programmes when activities or events are best done at regional scale. The Regional Programme team:

Help Sections within the Region to improve their programmes:

- Support both District Programme and 14-24 Teams to share and make programme changes, such as new badges and activities.
- Promote, support and celebrate all Sections with Top Awards, Duke of Edinburgh's Award, Young Leaders, and YouShape Awards so both District Programme and 14-24 Teams have the chance to create amazing experiences.
- Support all Sections to deliver projects where all young people can have a positive impact in the community.
- Work with Team Leaders, Team Members, campsites and activity centres to make nights away events happen.

Make sure Sections are set up to deliver quality programmes:

- Check volunteers across the Region can easily do their assessments for activity permits.
- Help volunteers access learning to get the skills for an activity permit or to become an assessor.
- Check there are enough assessors to cover activities in the permit scheme for volunteers across the Region.
- Check the Region Programme Team meets the 'Minimum Standards' and 'Good Practice' areas in the 'Activity Permit Scheme - Self-Moderation.'

Approves Regional activities and permits (when shared by the Lead Volunteer):

- Visits broad
- Adventurous Activity Permits
- Nights Away Permits

Set up activities and events in the Region:

- Organise Regional events when District Programme and Section Teams decide they're needed, and make sure they're accessible to all.
- Set up networking and peer support at Regional scale so District Programme, 14-24 and Section Teams can share best practice across the Region.
- Create the leadership team for Region-wide international trips.

Term

All members of this committee's term of office are determined through another role held. The Chair of the Programme Team meeting shall be the Regional Programme Lead Volunteer.

Composition

- Regional Programme Volunteer.
- Activity Permits Lead Volunteer
- Nights Away Lead Volunteer
- Special Events Lead Volunteer
- International Lead Volunteer
- Duke Of Edinburgh Lead Volunteers

The quorum for meetings of the Committee is three Members eligible to vote and must include at least the Regional Programme Lead Volunteer .

Where the Chair is unable to be present, the group shall elect from amongst its membership, one of its own to serve as Chair for the duration of that meeting.

The Chair can invite guests to attend meetings for particular agenda items, but they will be without vote.

Working methods

- The Programme meeting operates quarterly between meetings of the RTB or at other times as directed.
- The Programme meeting will have a standing agenda and papers for consideration that have been duly prepared for presentation and consideration by the Chair.
- The Programme meeting will have authority to establish sub-committees and / or short-life working groups as required to facilitate exercising its responsibilities

Communications

- Agendas should be prepared and circulated at least 7 days in advance, except where urgent business precludes this being achievable. Not less than 48 hours' notice of all meetings of the Programme Team Volunteers shall be given to all members of the Committee
- Minutes and action points arising from the meetings will be captured with the intention to distribute to members two weeks following the close of the meeting. The minutes and action points will be shared with members of the Regional Leadership meeting.
- Members of the Programme meeting will notify each other when they may not be contactable due to business commitments or personal reasons such as holiday or illness.

Decision Making & Voting

- The Programme meeting must achieve consensus around issues that require a decision, otherwise the issue will be deferred for consideration at a Regional Leadership Meeting.
- The powers conferred do not extend to any matter which involves the change of current policy or where there is a doubt about change of current policy. Any such matter, however urgent, must be referred to the RTB.