

# Brooklyn Scout Group Committee – Terms of Reference

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Version 1.0 - December 2011

## 1. **Terms of Reference:**

- a. The Brooklyn Scout Group Committee is to provide support and assistance to the running of the Brooklyn Scout Group (“Group”), to allow to the leaders to focus more time on leading the Keas, Cubs, Scouts and Venturers.
- b. Review and assistance in the development of an annual plan of Grant applications and Fundraising activities for the Group.
- c. Develop an annual budget for the Group, including but not limited to, expected fundraising and grant income, operating expenses and activity expenses.
- d. Provide treasurer support to the operations of the groups finances and accounts and reporting against the budget.
- e. Set delegations of authority for discretionary expenditure of the group and monitor compliance with the delegated authority.
- f. Undertake Grant applications to support operation and development of the Group and its assets
- g. Organise and undertake Fundraising activities to support the operation and development of the Group and its assets
- h. Oversee and provide guidance on the maintenance and development of the Brooklyn Scout Hall
- i. Provide guidance and assistance through communication to grow and sustain the membership and profile of the Group

2. **Membership & Roles** - The group should be made up of a Chair and at least six members, made up of a mixture of parents and leaders. There should be at least three parents. The Committee will allow new members to join throughout the year and will call on other parent help as required to undertake certain activities or roles as they arise. A quorum of four members is required to transact business.

This Terms of Reference provides a high level description of the roles of the committee – for more detailed descriptions, see Appendix 1 which gives the definitions from the Scouts New Zealand publication “Managing Group Finances” on the roles and structure of the Group. Appendix 2 contains embedded copies of the full Scout New Zealand publications of “Managing Group Finances – An operating guide for Treasurers” and “Managing a Scout Group – An operating guide for Leaders”.

Decisions of the group should be made through consensus where possible; however in the advent of disagreement, then a majority vote will decide.

The **Chair** will be elected at the AGM and would preferably be a parent, rather than a Leader or Group Leader (as per Scouts NZ “Managing a Scout Group” publication) and will responsible for the organisation of meeting dates, agendas, chairing the meeting and action management.

The **Secretary** will be elected at the AGM and would preferably be a parent, rather than a Leader or Group Leader, and will be responsible for taking minutes/actions and circulating to the Committee and parent group.

The **Treasurer** will be elected at the AGM and would preferably be a parent, rather than a Leader or Group Leader, and will be responsible for managing the Group accounts including incoming and outgoing payments, and undertaking audits and responsibilities as required by the Scouts New Zealand publication "Managing Group Finances".

The **Communications Officer** will be elected at the AGM and would preferably be a parent, rather than a Leader or Group Leader, and will oversee the operation of the Group website and communications/publications.

The **Grants Officer** will be elected at the AGM and would preferably be a parent, rather than a Leader or Group Leader, and will be responsible for undertaking grant applications on behalf of the Group.

The **Hall Development Officer** will be elected at the AGM and would preferably be a parent, rather than a Leader or Group Leader, and will be responsible for the development of the hall.

3. **Meetings** - meetings may be scheduled as required, but should be held monthly during the school terms. Reasonable notice of meetings should be given publicly. Meetings will be held at the Scout Hall in Harrison Street, Brooklyn unless otherwise advised. Members of the community may attend meetings with prior approval of the Chair.
4. **Agenda** – the agenda should consist of updates from the following:
  - a. Apologies
  - b. Minutes from previous meeting
  - c. Matters Arising from previous meeting
  - d. Correspondence
  - e. Leaders reports/updates
  - f. Progress against annual plans, e.g.
    - i. Treasurers Report against Budget
    - ii. Annual Fundraising/Grant plan
    - iii. Hall Development Plan
    - iv. Comms and marketing
  - g. General Business
  - h. Next meeting
5. **Minutes** – brief minutes and actions are to be recorded at each meeting. These minutes/actions will be published on the group website and circulated to parents/leaders

6. **Resignation** - it is acknowledged that participation in the Committee is voluntary and that members may resign from the group at any time for any reason. Where a member resigns, request for new members should occur through any established communication mechanisms (formal or informal) or a particular communication approach established for the purpose of finding a new member.

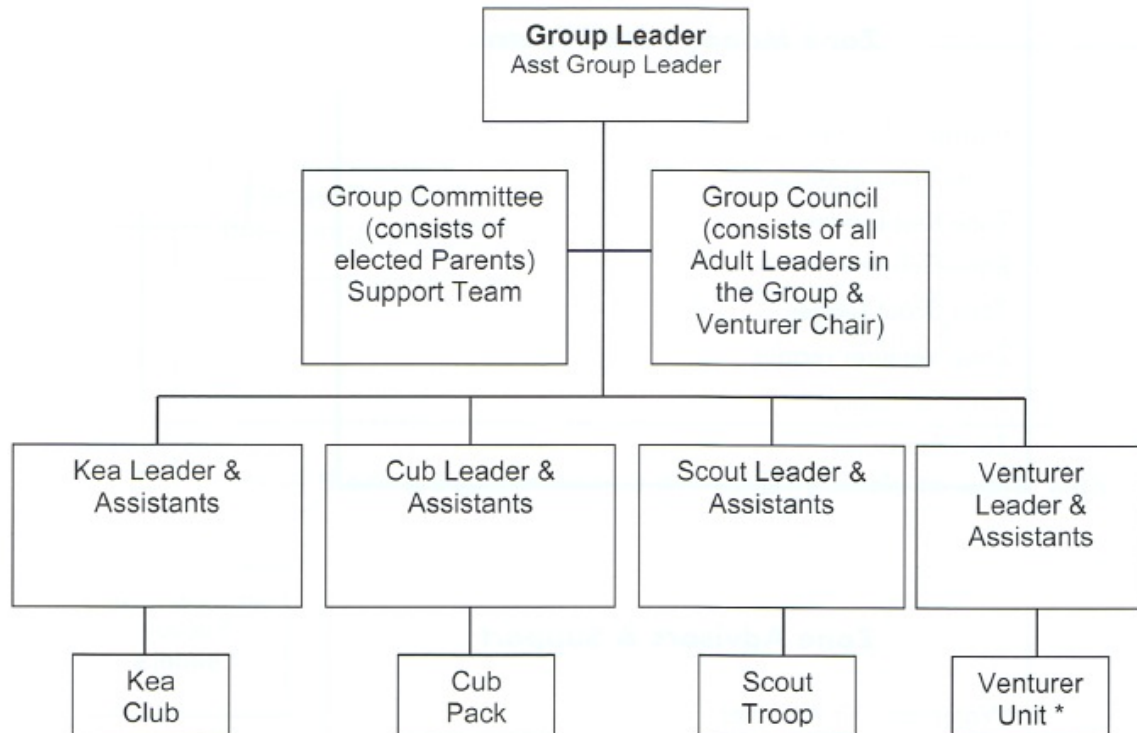
## Appendix 1 – Excerpt from Scouts New Zealand publication “Managing Group Finances – An operating guide for Treasurers”

### The Group Structure and Executive Team

#### The Group Structure

The Scout Group structure is set out as shown in the diagram below. It is important to remember that in SCOUTS New Zealand, the Group Leader is the volunteer manager of the Scout Group and that the leaders working with the youth all report directly to the Group Leader (GL).

The Committee Chairman leads the committee and also reports directly to the Group Leader. The Group Leader in turn reports directly to the Zone Leader.



A Group can consist of one or more of the individual Sections shown e.g. two Cub Packs.

\*This could be a Combined Venturer Unit in a Zone not attached to a particular Scout Group.

#### Division of responsibilities

The Leaders working with youth are warranted by SCOUTS New Zealand which implies that they have been judged as suitable to work with youth and have been taken through the “Introduction to Scouts New Zealand” booklet, understand the information and have accepted the SCOUTS “Duty of Care” statement.

The Group Committee led by the Chairman or GL are responsible for providing the Scout Group with the following:

1. A meeting place
2. Sufficient equipment to allow the sections to operate their programmes
3. Adequate funds to operate the Scout Group effectively
4. Maintain accurate and timely financial records and reports
5. Protect the assets of the Group
6. Assist the Group Leader to recruit leaders as required.

#### Committee Roles

There are no hard and fast rules as to how the committee operates but experience shows that the following key roles share the work fairly and effectively.

1. **Chairperson:** – Sometime a GL will choose to act as the Chairperson but bigger Scout Groups are strongly advised to appoint a Committee Chairperson who then leads the committee and reduces the workload for the Group Leader.

2. **Treasurer:** - an essential role in the Group. Some experience with sets of accounts and basic accounting principles are needed. Time to do the accounts and related tasks is also essential, as without up to date sets of financial records the committee and leaders cannot confidently plan activities unless they know that finance is available and the expenses are budgeted for.

The Group Treasurer's role in smaller Scouts Groups often includes being the Membership Officer and Fundraising Officer as well. However, in the larger Groups, the Treasurer's role needs to be focused on key finance orientated tasks and the membership and fundraising roles allocated to others. The key tasks for the Treasurer are:

1. To manage the Group Bank Account and financial affairs in accordance with SCOUTS New Zealand policies and rules
2. Produce accurate and timely financial reports for each committee meeting. This includes tabling a copy of a current bank statement.
3. Bank all subscriptions and other cash received promptly
4. Receipt all income as it's received
5. Pay all accounts by the due date
6. Keep track of income and expenses as compared to the budget and advise the GL and Chairman if shortfalls in funding or unauthorized expenses trends are starting to show up.
7. Work closely with the Chairman and the GL so there are no surprises in respect to the financial affairs of the Group.

3. **Membership Officer:** - An optional appointment and one that is often carried out by the Treasurer in smaller Groups. The role involves:

- a. Provide the Treasurer with data for generating the parents invoices for subscriptions
- b. maintaining membership records and updating the National web based membership database

4. **Hall Officer:** - An optional appointment that involves:

- a. arranging any maintenance and cleaning needed on the hall and surrounding property
- b. taking and managing bookings for the hall
- c. recording and issuing keys for the hall

5. **Fundraising officer:** - A person with good organizing skills and flair, who can help the Group take advantage of the fundraising initiatives organized by SCOUTS New Zealand and other organizations.

**Appendix 2 – Scouts New Zealand publications “Managing a Scout Group – An operating guide for Leaders”, “Managing Group Finances” – An operating guide for Treasurers”, and “Group Cashbook – Excel Template for Treasurers”**