

# The District Executive Committee



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The District Executive Committee plays a vital role in the running of a Scout District. Executive Committees make decisions and carry out administrative tasks to ensure that the best quality Scouting can be delivered to young people in the District.

This factsheet should be treated as a guide and read in conjunction with other resources (including The Scout Association's Policy, Organisation and Rules referred to as POR throughout this factsheet).

Further details of the responsibilities of the District Executive Committee can be found in chapters 4 and 13 of POR. Note that SV in this factsheet it denotes there is a Scottish variation to that section of guidance.

## The District Executive Committee

The Executive Committee exists to support the District Commissioner in meeting the responsibilities of their appointment.

*Members of the Executive Committee must act collectively as charity trustees of the Scout District, and in the best interests of its members to: SV*

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the District.
- Manage the District finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally
- Ensure that a positive image of Scouting exists in the local community.

- Appoint and manage the operation of any sub-Committees, including appointing Chairmen to lead the sub-Committees
- Ensure that Young People are meaningfully involved in decision making at all levels within the District
- The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
- Appoint and manage the operation of an Appointments Advisory Committee, including appointing an Appointments Committee Chairman to lead it.
- Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

*The Executive Committee must also:*

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the County Executive Committee; and if a registered charity, to submit them to the appropriate charity regulator. (See Rule 13.3)
- Maintain confidentiality with regard to appropriate Executive Committee business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

## The Scout Association

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## Members of the District Executive Committee

The District Executive is made up of four types of members:

- *Ex-officio members* have a role on the Committee due to their role in Scouting. These include:
  - District Chairman;
  - District Commissioner;
  - District Secretary;
  - District Treasurer;
  - District Scout Network Leader;
  - District Explorer Scout Commissioner.
- *Elected members* stand for election at the Annual General Meeting and are elected by the District Scout Council to take on the role; there are usually four to six in number.
- *Nominated members* are nominated by the District Commissioner in partnership with the District Chair and approved at the Annual General Meeting; there must be no more nominated members than elected members.
- *Co-opted members* are chosen to take on a role by the District Executive Committee due to specific skills or knowledge useful to the committee; there must be no more co-opted members than elected members.

POR rule 4.25 covers the membership of the District Executive Committee in detail.

The membership is set up this way to ensure that the interests of the District Council and the District Commissioner 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.

## Charity Trustees

Scout Districts in England and Wales are considered charities by law, and some may be registered with the appropriate charity regulator. All members of the District Executive Committee are charity trustees.

To comply with legislation, all charities must have a governing body, which in Scouting we call an Executive Committee. Members of the Executive Committee must act collectively as Charity Trustees of the Scout District.

As charity trustees, Executive Committee members have a number of specific responsibilities that they must fulfil to ensure the effective running of the Scout District. It is vital that all members of the Executive Committee understand their responsibilities as Charity Trustees.

*Collectively and individually they must:*

- Use reasonable care and skill in their work as trustees.
- Use their personal skills and experience in their work as trustees.
- Obtain external professional, specialist advice when needed.
- Act honestly and reasonably in the interests of the charity at all times.
- Use charitable funds only in the furtherance of the charity's objectives.
- Safeguard the charity's finances ensuring that the charity is and will remain solvent, and avoid undue risks.
- Ensure that the charity complies with charity law and the requirements of the appropriate charity regulator.
- Ensure that the charity follows the rules set out in its governing document (*Policy, Organisation and Rules*).
- Act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets.

Executive Committee members are legally and financially responsible for the running of the Scout District. This means that in some circumstances, if things do go wrong, trustees may be liable for any debt or financial loss incurred by the Group.

However, this is rare and trustees can protect against this by following the duties and responsibilities as laid out in this factsheet and POR.

Since 2008 The Scout Association has provided a national policy to cover the trustees of any Scout charity. That includes members of Executive Committees for Scout Groups, Districts and Counties, as well as those who manage other Scout assets such as building or campsite committees. For more information, contact Unity Scout Insurance Service: call 0845 0945 703 or visit [www.scoutinsurance.co.uk](http://www.scoutinsurance.co.uk)

Charity Regulation differs in Scotland and Northern Ireland, please contact the relevant Country Headquarters and charity regulators for more information on Charity registration and Trusteeship. In Scotland only Scout Districts registered with the regulator have charity Trustee

status. For unregistered Scout Districts the Executive Committee should still act with the same duties and responsibilities as Charity Trustees.

### **Charity Regulators**

The appropriate Charity Regulator can provide further information of the responsibilities of being a Charity trustee.

- England and Wales: The Charity Commission <http://www.charitycommission.gov.uk/>
- Scotland: Office of the Scottish Charity Regulator (OSCR) <http://www.oscr.org.uk/>
- Northern Ireland: The Charity Commission for Northern Ireland <http://www.charitycommissionni.org.uk/>