**Girlguiding [COUNTY]**

**[Team or sub-committee name]**

**Terms of reference**

All teams will be responsible for implementing the agreed county plan with authority delegated by the Girlguiding [ ] executive for this purpose. Teams will focus on specific operational matters in order to achieve this. All teams should work to promote inclusion of members from all backgrounds in their work.

# Purpose

*Below are some suggestions of ‘purpose’ wording for different groups and sub-committees. It is not expected that all counties will have all of the suggested committees. Each county’s group / committee structure will be different, and their purpose will be tailored to meet the needs of your county; these are just ideas.*

* **Communications –** To arrange and support internal communications, and promote Guiding externally through local newspapers, social media, and community connections.
* **[District/Division\*] commissioners –** To provide ongoing contact and practical support for adult volunteers to deliver high quality guiding locally by nurturing and developing all volunteers involved in delivering the programme in units, in line with Girlguiding policies.
* **Events –** To organise and support access to good quality events at home (organised by the county, Girlguiding Scotland & Girlguiding) and internationally for members.
* **Growth –** To support thanks and recognition of volunteers, and support access to Girlguiding [COUNTY] by overcoming barriers to membership growth.
* **Finance & property –** To be responsible for the financial and property management of Girlguiding [COUNTY], including implementing and overseeing a budgeting process for the county, monitoring financial status, and ensuring compliance with Girlguiding policies, and OSCR and other legislative requirements.
* **Training –** To support the induction of all volunteers and to provide learning and development opportunities that meet the needs of volunteers.
* **Compliance -** To oversee compliance with Girlguiding policies and procedures, and best practice.

# Functions/tasks

* *Insert here details of the functions/tasks which the committee is remitted to undertake – these should detail tasks specifically mentioned in the county plan as well as more general tasks.*

# Meetings

The [TEAM] will meet at least [ ] times per year, in-person or virtually. Decisions may be taken at in-person meetings, by telephone conference, audio visual means or by email.

# Membership *[The following content is based on one model of a county structure but other counties may not follow this and text should be adjusted accordingly]*

The [TEAM] will be made up of the following:

* Team leader/chair
* Assistant team leader/vice chair
* Other members (lead volunteers, other members, 18 – 30 member(s)) – *list as appropriate*

# Team leader/chair

The team leader / chair will be appointed by the county commissioner.

An assistant team leader/vice chair may be appointed by the team leader in consultation with the county commissioner(s) and from among the members of the team.

In the absence of the team leader, the assistant team leader/vice chair, if appointed, shall chair meetings. in the absence of both the team leader and assistant team leader, another member of the team will chair the meeting, to be chosen by the members present at the meeting.

# Terms of office

Unless a shorter term is agreed with the county commissioner, all members are appointed for an initial period of 3 years with a further extension of 2 years if mutually agreed.

All ex-officio members will join the team for a period commensurate with their appointment.

# Quorum

Decisions will be taken by consensus where possible. In the event that a formal vote is required, the meeting must be quorate (i.e., have sufficient numbers present) to ensure the vote is representative of the [TEAM]. A quorum will therefore consist of two-thirds of the membership of the [TEAM], rounded up to the nearest whole number. *[May be adjusted as required].*

# Voting

In the event that a formal vote is required, each member of the [TEAM] shall have one vote. In the case of a tie the chair will have a casting vote as well as a deliberative vote.

Where two or more individuals’ job-share a role, they will have one vote between them and only one vote will be counted to ascertain quorum.

# Invitations *[The following content is based on one model of a county structure but other counties may not follow this and text should be adjusted accordingly]*

The following individuals will be invited, if applicable, to attend meetings:

* Other members
* Members of the county executive

These individuals will not have a vote.

The [TEAM] may invite any other person to attend a meeting(s), or part of a meeting(s) for a specific purpose. Such person may speak but shall have no vote.

# Delegated authority

All teams will work within the agreed vision, mission, and policies of Girlguiding and the agreed county plan for Girlguiding [ ].

The team is delegated authority by the executive to deliver the specific functions as set out in the team's terms of reference on its behalf.

The team may make all decisions relevant to these functions, in line with the annual plans approved by the executive.

Expenditure of up to [amount to be agreed by executive] may be approved by the team leader/chair in line with the annual budget approved by the executive or in line with a relevant funding policy agreed by executive. For expenditure falling outwith the team's approved annual budget, approval of the treasurer is required for expenditure up to [amount to be agreed by executive] or otherwise with the approval of the executive. in the event that anticipated expenditure exceeds [amount to be agreed by executive], three quotes should be obtained, and best value considered by the executive.

# Reporting

The team leader/chair shall sit as a member(s) of the Girlguiding [ ] executive and shall report as required to the executive on the work of the team.

The team shall present an annual plan, budget (via the finance & property team) amend as appropriate and relevant funding policies to the executive covering the work of the team.

The team leader/chair shall present a formal report to each meeting of the executive.

Minutes should be taken at meetings of the committee and circulated soon after the meeting to ensure that all members are aware of required actions and associated timescales.