**Introduction to Girlguiding [COUNTY] executive**

The executive committee is the formal trustee body of Girlguiding [COUNTY], chaired by the county commissioner.

Trustees contribute to shaping the future direction of Girlguiding [COUNTY] and are responsible for ensuring the charity meets all legal obligations.

The executive focuses on the strategy and performance of Girlguiding [COUNTY] ensuring we continue to develop in response to member needs.

# Responsibilities of the executive

The executive is responsible for setting strategic direction, delivering governance functions, and overseeing compliance in Girlguiding [COUNTY]. The executive adds value through the governance arrangements by supporting, scrutinising, and challenging; helping shape the work of the county.

Through its functions, the executive will:

* shape Girlguiding [COUNTY] and support volunteers in the delivery of great guiding experiences for young members,
* support the organisation to respond to the needs of members and continue to change in order to stay relevant to girls,
* oversee the growth and development of Girlguiding [COUNTY],
* ensure good governance in Girlguiding [COUNTY], for example, compliance with charity law, assurance that the organisation is acting in the best interests of the charity, and accountabilities are clear,
* ensure girls’ voices and those of the wider membership are heard in decision making processes,
* support two-way communication between trustees and volunteers, in particular via the [District/Division\*] commissioner team,
* fulfil parents’ expectations that Girlguiding [COUNTY] is safe and well managed,
* ensure best use and management of money and other resources, and
* promote inclusion of members from all backgrounds in its work.

# Membership

The Executive will have [DETAIL] voting members, made up of the following:

* [INSERT]

# Ways of working

* The Executive meets [NUMBER OF TIMES] per year – mainly evening meetings and occasional weekend meetings\* [ADJUST IF NECESSARY] which may be held in-person or virtually (via Zoom).
* Executive agendas, papers and minutes are presented online.
* Executive members engage in online communication and consultation between meetings.

# Essential skills and knowledge

* Able to show an up-to-date understanding of how Girlguiding is relevant to the lives of today’s girls and young women,
* Able to attend meetings and contribute constructively to the conversation,
* Able to make decisions in the best interests of Girlguiding [COUNTY],
* Able (or ready to learn) to use and contribute via digital communication methods,
* Interest in, and enthusiasm for, shaping and advising on the future of Girlguiding [COUNTY],
* For members of Girlguiding, when asked, able to research member opinion through informal contacts,

# Desirable skills and knowledge

* Knowledge of trends affecting [COUNTY AREA]
* A passion for, and long-term interest in Girlguiding [COUNTY], Girlguiding Scotland, Girlguiding and World Association of Girl Guides and Girl Scouts (WAGGGS)

# Other resources

* [OSCR guidance for charity trustees](https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees)

# Girlguiding [COUNTY] trustee declaration

We ask that the prospective charity trustees declare that they are not disqualified from serving as a charity trustee. Anyone who acts as a charity trustee while disqualified is guilty of an offence punishable by imprisonment, or a fine, or both. Sections 69 and 70 the Charities and Trustee Investment (Scotland) Act 2005 set out the circumstances that would disqualify an individual. In general terms if a person has been convicted of an offence involving dishonesty, or of an offence under the Act, or is an undischarged bankrupt, or signed a trust deed for creditors, they may not serve as a charity trustee. Nor may they do so if they have been removed from serving as a charity trustee, or from acting in a management position within a charity, under previous charity law; nor if they have been disqualified from serving as a company director. A person is not disqualified if their conviction is spent by virtue of the Rehabilitation of Offenders Act 1974.

If you are uncertain whether or not you are disqualified, please speak with the county commissioner.

It is of great importance that you are made aware of the duties and responsibilities of the position at the outset. Section 66 of the Charities and Trustee Investment (Scotland) Act 2005 sets out the general duties of charity trustees, who must:

* act in the interests of the charity, putting its interests before their own interests or those of any other person or organisation,
* seek, in good faith, to ensure that the charity operates in a manner that is consistent with its objects or purposes,
* act with the care and diligence that is reasonable to expect of a person who is managing the affairs of another person,
* ensure that the charity complies with the provisions of the Act.

Any breach of these duties will be treated as misconduct in the administration of the charity.

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that:

I am willing to act as a charity trustee of Girlguiding [COUNTY], [CHARITY NUMBER], and am fully aware of the organisation’s purpose as set out in the constitution and of my duties and responsibilities as a charity trustee.

I am not disqualified from acting as a charity trustee (see sections 69 and 70 of the Charities and Trustee Investment (Scotland) Act 2005).

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Girlguiding [COUNTY] Trustee Code of Conduct

# Purpose of Code

Those who serve on the executive committee of Girlguiding [COUNTY] have responsibilities, both in terms of Girlguiding policies and procedures and legally, as trustees of an unincorporated association. In addition, and in accordance with the ethos of guiding, we aim to do our best to serve the organisation ethically, honourably and responsibly. To demonstrate our commitment to these aims, each such trustee is asked to agree to abide by the code of conduct set out in this document, and so sign the attached declaration accordingly.

1. **Objectivity**

In fulfilling their role, the trustees should make decisions and choices based solely on merit and the best interests of the whole organisation.

In arriving at decisions trustees should be guided by the Promise and Guide Laws which embody the ethos of guiding.

In arriving at decisions in areas where they do not have appropriate expertise, themselves, the trustees should consider obtaining appropriate professional advice.

1. **Integrity**

The trustees should be aware that their actions will reflect on Girlguiding [COUNTY], and should therefore ensure that, in fulfilling their role as trustees, they should always act so as to promote a positive image of the organisation, and thereby protect and enhance its identity.

1. **Accountability**

In fulfilling their role, the trustees are accountable to the membership of the Girlguiding [COUNTY]. In particular, they have a duty to consult with the membership, as required by the constitution. They should ensure that their decisions as trustees are informed by the views of membership, as indicated through discussions with [District/Division\*] commissioners and county role holders, and through such other methods and opportunities as may be available from time to time.

1. **Honesty**

In fulfilling their role, the trustees should be honest and fair in all their dealings with each other, with staff, with the membership, and with the public.

They should have a truthful and open approach to all matters and should always declare all that is relevant in their discussion.

1. **Leadership**

It is important to for the trustees to support the aims and purposes of good leadership through good practice.

Specifically, every trustee should attend all meetings as regularly as possible, to make appropriate preparations and to be willing to contribute.

Trustees need to acknowledge and support the role of senior members of the county which will include the county commissioner and her assistants. In doing so this will ensure that delegated authority will be respected.

1. **Participation**

Each trustee has been appointed, recognising that he or she can make a worthwhile contribution to Girlguiding [COUNTY]. Every trustee should be able and willing to give time to the efficient administration of the executive and the fulfilment of its business. He or she must be prepared to take an active role as trustee for Girlguiding [COUNTY] and to make an effective contribution in terms of skills and experience.

I hereby declare that, as a trustee of Girlguiding [COUNTY], I undertake to conform to this code of conduct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_