

# Responsibilities of a county executive committee

We've created a table below which sets out all of the responsibilities of a county executive, divided into 6 categories.

You can find the resources to support each section by selecting the relevant category below.

The 6 categories are:

- Governance and compliance
- Volunteers
- Girls
- Membership growth
- Finance, property and staff
- Communications (internal and external)

We have also included which of the Girlguiding Scotland strategic priorities each responsibility relates to.

The 5 categories are:

- The essentials
- Enquire
- Welcome
- Stay
- Develop

What the county executive is responsible for	How does this fit into the strategic priorities	Resources available
<b>Governance and Compliance</b>		
Set an annual programme of county executive meetings and use model county agenda for the basis of these.	The essentials	<a href="#">County executive agenda template and guidance</a> <a href="#">County executive minutes template and guidance</a> <a href="#">County executive action log</a>
Review structure of the county and bring up to date the county constitution every 5 years, or if you are advised to do so by GGS.	The essentials	<a href="#">County executive county model constitution</a> <a href="#">County executive terms of reference</a> <a href="#">County team or sub committee terms of reference</a> <a href="#">OSCR notification and consent forms</a>
Ensure trustees complete GGS trustee training and necessary induction and trustee paperwork.	The essentials	<a href="#">County executive trustee induction and training</a> <a href="#">OSCR guidance and good practice for trustees</a> <a href="#">Girlguiding local commissioner welcome handbook</a> <a href="#">Girlguiding county commissioner welcome handbook</a> <a href="#">Girlguiding commissioner handbook – Hard copy resource</a> <a href="#">Girlguiding volunteer code of conduct</a>
Ensure terms of reference for committees / teams, including delegated spending limits and role descriptions are in place for all posts / committee members.	The essentials	<a href="#">Girlguiding role descriptions</a>
Develop a county plan and monitor performance against this at each executive meeting (at least x 4 p.a.).	The essentials	<a href="#">County plan template and guidance</a>
New Volunteers – Ensure a system is in place a system to manage A Safe Space / PVG / First response including training opportunities for mandatory training.	The essentials	<a href="#">New volunteer recruitment process</a>

Existing Volunteers – Ensure a system is in place a system to manage A Safe Space / First response / Members turning 18 including training opportunities for mandatory training.	The essentials	<a href="#">Existing volunteers compliance</a>
Concerns – Ensure a system is in place to deal with complaints and safeguarding concerns and refer them to the appropriate level in Girlguiding as required.	The essentials	<a href="#">Complaints and safeguarding concerns</a>
Risk management – Produce a risk log for the county and monitor and review this on a regular basis Ensuring adequate Insurance cover is in place.	The essentials	<a href="#">County risk log template, example, and guidance</a>
Finance / OSCR compliance – county level Ensure annual accounts are prepared (within 3 months of year end as per Guiding procedure), independently examined and filed with OSCR within 9 months of year end ensuring that property and depot activities the county is directly responsible for are included.	The essentials	Money Matters
Finance / OSCR compliance – other levels Ensure unit/district/division accounts are scrutinised annually and those registered as charities are filed timeously.	The essentials	<a href="#">Financial and OSCR compliance – other levels</a>
Property – Monitor property management arrangements for own and other Girlguiding level properties in the county ensuring all legal requirements are met (H&S, RCI etc.).	The essentials	<a href="#">Guidance for guiding properties in Scotland</a>

<p>Paid staff – Ensure all legal requirements are met including that paid staff have a contract (including terms and conditions and grievance and disciplinary arrangements), job description and annual review to discuss last year’s performance, set next year’s goals and define learning and development needs.</p>	<p>The essentials</p>	<p><a href="#">Guidance for managing paid staff</a></p>
<p><b>Volunteers</b></p>		
<p>Identify volunteer learning and development needs, ensure a programme of learning is place, and that training is signposted as appropriate.</p>	<p>Develop</p>	<p><a href="#">Girlguiding website learning and development</a>  <a href="#">Girlguiding Scotland county commissioner reflective conversations</a>  <a href="#">Girlguiding guidance on managing your team</a>  <a href="#">Girlguiding – what’s your leadership style?</a></p>
<p>Ensure that processes are in place for robust volunteer induction and welcome.</p>	<p>Welcome</p>	<p><a href="#">Girlguiding Scotland welcome and induction guidance</a>  <a href="#">Girlguiding commissioner handbook – Hard copy resource, can be ordered online</a>  <a href="#">Girlguiding recruitment and growth toolkit</a>  <a href="#">Girlguiding; getting started as a volunteer</a>  <a href="#">Girlguiding guidance; running a unit</a>  <a href="#">Unit leader checklist for welcoming volunteers</a>  <a href="#">Volunteer roles in guiding</a>  <a href="#">Volunteer roles working with girls</a>  <a href="#">Volunteer roles supporting guiding (roles that don't involve working with girls directly)</a>  <a href="#">County commissioner role description and information</a>  <a href="#">County president/vice president role description and information</a>  <a href="#">County ambassador role description and information</a></p>

<p>Embed a culture of thanks and recognition and have appropriate processes in place to regularly thank and recognise the contribution of volunteers.</p> <p><i>Ensure that young member events, enable volunteers to have a rewarding experience.</i></p>	Stay	<p><a href="#">Girlguiding awards and recognition</a></p> <p><a href="#">Saying goodbye the guiding way</a></p>
<p>Have an appropriate system for volunteer ongoing engagement and support at a local level</p>	Stay	<p><a href="#">Girlguiding volunteer code of conduct</a></p> <p><a href="#">Girlguiding policies</a></p> <p><a href="#">Girlguiding local commissioner welcome book</a></p>
<b>Girls</b>		
<p>Ensure that all girls have the opportunity to take part in an event or adventure, away from the normal meeting place, on an annual basis - this may be in county or not; for example:</p> <ul style="list-style-type: none"> <li>- At local level</li> <li>- joining with another county</li> <li>- attending a Girlguiding Scotland event</li> </ul>		<p><a href="#">Girlguiding Scotland Events</a></p> <p><a href="#">Girlguiding guidance on activities with other organisations</a></p> <p><a href="#">Starter for 10 - project planning tool</a></p> <p><a href="#">County event team plan template</a></p> <p><a href="#">Girlguiding events and going away guidance</a></p> <p><a href="#">Girlguiding guidance on managing your waiting lists</a></p> <p><a href="#">Girlguiding forms and resource library</a></p> <p><a href="#">Girlguiding event coordinators guidance to large scale events</a></p> <p><a href="#">Girlguiding insurance guidance</a></p> <p><a href="#">Girlguiding guidance on risk management for activities and events</a></p> <p><a href="#">Girlguiding Scotland challenge badges and activity packs</a></p> <p><a href="#">Event planning interest badge for Rangers</a></p>
<p>Listen to/involve young women in choice and decision making</p>	Stay	<p><a href="#">Girlguiding – Doing our best</a></p> <p><a href="#">Participation on a plate</a></p>
<b>Membership growth</b>		

Monitor the membership and track the trends / changes	Enquire / Welcome / Stay	<a href="#">GO helpfiles</a> <a href="#">Girlguiding Mapping Exercise Toolkit</a>
Identify growth potential and set relevant goals. Appoint a growth lead	Enquire / Welcome / Stay	<a href="#">GO reports - available locally or can be provided by SHQ by emailing the membership &amp; development team</a> <a href="#">Flexible guiding resource bank</a> <a href="#">Scottish index of multiple deprivation</a> <a href="#">National Records of Scotland Population Estimates</a> <a href="#">Local authority development plans</a> <a href="#">Getting ready for growth</a> <a href="#">Girlguiding - Our plan for membership growth and retention</a> <a href="#">Growing our membership</a> <a href="#">Running a recruitment drive</a> <a href="#">Girlguiding guidance - recruiting and retaining volunteers</a> <a href="#">Girlguiding guidance - recruiting and retaining girls</a> <a href="#">Getting started with membership growth &amp; development</a>
Develop plans to achieve these goals and monitor regularly	Enquire / Welcome / Stay	<a href="#">Growth minigoals template</a>
<b>Finance, property, and staff</b>		
Put in place an annual budget and review annually policies on financial support for members (which includes expenses)	The essentials	<a href="#">Girlguiding - budgeting for projects</a> <a href="#">Starter for 10 - project planning tool</a> <a href="#">County event team plan template</a> <a href="#">Template policy on financial support for members</a>
Monitor financial performance		<a href="#">OSCR Receipts and Payments accounts guidance</a> <a href="#">County finance compliance procedures</a>
Make arrangements for investment management as applicable	The essentials	<a href="#">OSCR Charity investments: guidance and good practice</a>
Monitor property management arrangements for <i>all</i> properties within the	The essentials	<a href="#">Property guidance</a> <a href="#">RCI: guidance to create an entry</a>

county, including reviewing annual reports and finances at the appropriate guiding levels		
Establish and maintain systems for annual subscriptions	The essentials	<a href="#">Overview of the Girlguiding subscriptions process</a>
<b>Communications (internal and external)</b>		
Have in place processes to keep all members updated regarding county matters using all relevant media	Stay / Develop	<a href="#">Keeping members updated</a>
Promote guiding locally to increase visibility of the value of guiding.	Enquire / Welcome	<a href="#">Promote guiding locally</a>
Establish external relationships which can support and promote local guiding	The essentials	<a href="#">Establishing external relationships</a>