SCOUTS®
Bahamas

THE SCOUT ASSOCIATION OF THE BAHAMAS

Committees & Task Forces

Terms of Reference

Version / April 2021

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Introduction

The committees are a fundamental part of the development of the Scout Movement, through them agreements are reached to vitalize the movement in terms of governance.

The primary task of these committees is to create the best conditions for the practice of the Scout movement.

Task forces are groups established to work on a single defined task, activity, or specific problem. Task forces are short in duration (less than two years) and specific in focus.

Task forces are ideal for identifying issues, collecting information, reviewing and analyzing the information, and making recommendations to a National Executive Committee.

What's the difference between a Committee and a Task Force; in simple terms, one is permanent (committee) and one is temporary (task force). One is difficult to disband; the other already has a term limit.

The National Executive Committee shall be the governing body of The Scout Association of The Bahamas and shall manage its affairs. The National Executive Committee shall be the national reviewing authority with respect to the matters within the Scouting movement which arise in the territory of the Scout Association of The Bahamas.

To carry out its work, the National Executive Committee creates Committees or Task Forces under specific terms of reference. Before creating a Committee or Task Force, you should develop the terms of reference using the following template.

Committee or Task Force Terms of Reference

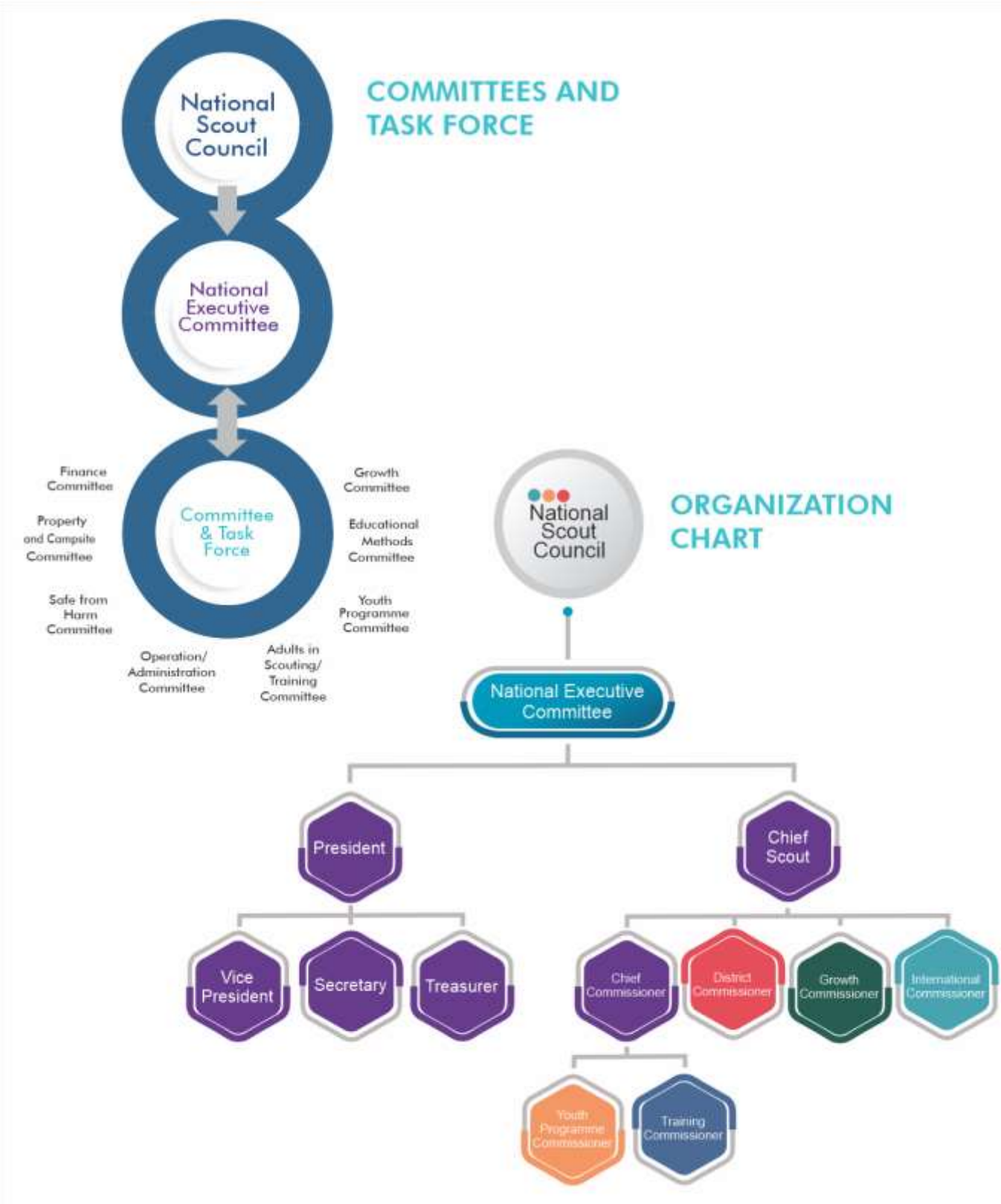
- Name: [Official name of the committee or task force]

- Members: [Name, Roles / Responsibilities (e.g. chair, secretary, report to the board) / Contact Information
- Goals: [primary and secondary]
- Deliverables: [Specific outputs required/requested from the committee]
- Scope / Jurisdiction:[What are the bounds of responsibility and authority of the group? What do they need to address and what is outside their area of concern? What can they decide on and what needs higher authority approval?]
- Guidance from the Board: [Initial direction and suggestions from the board]
- Resources and Budget: [E.g. equipment, materials, funds available to the committee]
- Governance: [Decision-making technique, e.g. consensus, 2/3 or majority vote, chair's authority, etc. Relationships of authority within the group and with the greater organization.]

Additional Notes

1. Relationships to other committees or Task Forces
2. How communications outside of meetings will be conducted, e.g. email list, Skype, Zoom
3. Where shared information, such as plans and contact information, will be stored
4. Related policies / By Laws
5. How reporting back to the organization will be conducted
6. History of the committee / Task Force
7. Schedule or meetings and/or other important timelines
8. Information about specific committee or task force projects

The National Executive Committee will decide if for a particular committee or group all or only part of the terms of reference applies. The mandatory terms of reference are: Name, Members, Goals, and Deliverables, Scope and Schedule or meetings.


National Scout Council
National Executive Committee
Committee & Task Force
Finance Committee
Property and Campsite Committee
Safe from Harm Committee
Operation/ Administration Committee
Adults in Scouting/ Training Committee
Youth Programme Committee
Educational Methods Committee
Growth Committee
COMMITTEES AND TASK FORCE
National Scout Council
ORGANIZATION CHART
National Executive Committee
President
Vice President
Secretary
Treasurer
Chief Scout
Chief Commissioner
District Commissioner
Growth Commissioner
International Commissioner
Youth Programme Commissioner
Training Commissioner

A. Definitions of Rules

Committees should provide more specificity to the roles and responsibilities of their members as well as how members are selected (elected, appointed, and volunteer). For purposes of simplicity, committees, work groups and task forces in this section will be referred to collectively as 'committees or Task Forces'.

a. Generally, the key roles are as follows.

Chair
The role of the chair is to serve as a facilitator and to ensure that business which comes to the committee is dealt with appropriately. The chair is responsible for assisting the committee in reaching a fair decision, enabling business to proceed through the committee structure. The chair should be aware of the reporting lines of the committee and where it fits in the governance structure of the association. When selecting a chair, it should be someone who is enthusiastic about the committee's work and has the time to devote to the responsibilities.

Member
Members serve on the committee to fulfill the mission assigned. Members are expected to regularly participate in committee meetings. Committee work is teamwork. Each member contributes their talent and expertise to the committee.

An ex-officio member is appointed by virtue of another position they hold within the governance structure.

Secretary
The secretary is responsible for maintaining attendance records, preparing committee meeting minutes, and uploading these and other relevant documents to the National Executive Committee.

b. Record Keeping

The records of committees contain information about decisions, discussion, recommendations and other information that often set a precedent or provide authority for action. For this reason, they are among the association most important records. The records of a committee provide the accountability for decisions made and actions taken.

Current committee members refer to meeting minutes to remind themselves of finished and unfinished business as well as matters requiring follow up. Minutes and other records serve to inform future members of the history, role and accomplishments of the committee.

Committee records also hold significant value as historical records because they document decision-making, governance, and the changes in the committee structure and charges over time. Minutes are often the only records of the actions and/or decisions made by the committee.
Here is a list of records that are essential to document committee activities:
• Meeting minutes generally provide the most complete record of the actions of a committee. The supporting papers that accompany each set of minutes provide background information that makes the minutes more meaningful. These documents include agendas, reports, and recommendations, as well as other documents specifically referred to in the minutes.
• Records relating to the establishment and mission of the committee.
• Membership lists.

c. Minimum Communication Requirement's

The National Executive Committee was established to provide an opportunity for all constituents of the association to participate in the process of shared governance. In order to fulfill its leadership

role in the shared governance process, the National Executive Committee has determined that each Task Force and standing or ad hoc committee should provide a minimum level of information. This is an effort to ensure all members have the opportunity to know the issues under consideration and be able to provide input or participate in committee discussions.

Minimum information is as follows:
- Committee mission statement / purpose / charter.
- List of meeting dates and locations, when known.
- Annual list of members of the committee with officers identified.
- Committee agenda posted one week prior to meeting date.
- Committee minutes / summary / report or notes.
- Annual report.

Committees are encouraged to add documents and other information to give a more complete picture of their work.

The annual report for National Executive Committee and standing committees should minimally contain the following:
- Committee mission statement / charter / purpose.
- List of committee members for that year.
- List of meeting dates (regular and special meetings).
- Summary of accomplishments / actions / activities for the year.
- Major goals for the upcoming year.

Committees are encouraged to add additional information, photos of events, or other materials to showcase their work for the year. Annual reports must be posted no later than one month after the end of year.

Minimum information for Task Forces is as follows:
- Beginning date, and ending date when work is complete.
- Purpose of Task Force.
- List of Task Force members.
- Annual or final report.

All the information generated by the committees and task forces should be sent to the President / Chief Scout / Secretary and to the HQ office.

B. Educational Methods Committee

Members:

Chair: Chief Commissioner

Members: Leaders who are invited to participate. Honorary Members Chief Scout and International Commissioner.

Goals:

Comprehensively manage the central elements of the Youth Programme, ensuring the application of its concepts, serving as support for development tasks; innovating, implementing and evaluating it.

He is also in charge of implementing the Adult Management System for the application of the Youth Programme.

It must also strengthen actions to promote safety through prevention, in the activities in which the membership participates.

Youth Programme:

- Establish the actions that allow the application of the Youth Programme.
- Ensure that the Youth Programme is reviewed and evaluated at regular intervals, in order to introduce the necessary modifications.

Ensure that the Youth Programme is:

- Updated.
- Relevant.
- Significant.
- Focused on the youth.

Based on the principles established in the By Laws:

- For all.
- Education for life.

- That it maintains unity in diversity.
- That enables progressive autonomy.
- Linked with reality.

Adults in Scouting:

- Maintain an adult training system, evaluating the functionality, operability and validity of the same.
- Manage a system for evaluating the performance of Adults in Scouting.
- Establish a system for detecting training needs for leaders of the different positions, developing the necessary tools.
- Validate and approve requests for Wood Badges and Certifications, issuing the corresponding certificates.
- Establish actions aimed at responding to the training needs of adults.
- Provide the tools to carry out activities internal and external promotion and selection of adults.
- Strengthen the training scheme for the development of competences, accompaniment and follow-up in adult work.
- Manage the processes for the formal recognition of the performance of adults.
- Provide tools that promote retention of adults.

Others that are entrusted to him by the Chief Scout.

Deliverables:

a. Youth Programme Policy
b. Adults in Scouting Policy

Scope:

Unit Leader's

Schedule or Meetings:

Minimum one time every 2 months

C. Youth Programme Committee

Members:

Chair: Youth Programme Commissioner

Members: Leaders who are invited to participate. Honorary Members Chief Scout, Chief Commissioner and International Commissioner.

Goals:

Define and implement activities for the application of the Youth Programme in accordance with the provisions of the World Organization of the Scout Movement and the our National Plan, facilitating its application, generating the necessary tools and establishing supervision mechanisms.

Functions:

- Design the National Policy for the Youth Programme, seeking their participation and evaluating the application of the herself.
- Provide the Educational Methods Commissioner of relevant and timely information related to their decision-making function.
- Promote the collaboration of the Youth Programme Commissioner, with other Commissions to make their work more efficient.
- Develop the tools that allow the evaluation of the application of the National Youth Programme Scheme, proposing it's updating if necessary.
- Evaluate the Youth Programme at regular intervals in order to introduce the necessary modifications. A thorough and systematic review should be undertaken in a period of no more than 5 years.

Carry out actions aimed at making the Youth Programme:

- Updated.
- Relevant.
- Significant.

- That the young person is the center of the programme.

Make it a programme:
- For all.
- Education for life.
- That it maintains unity in diversity.
- That enables progressive autonomy.
- Linked with reality.

Determine in conjunction with the Leader's, the program for the execution of national events in the scope of its competence.

Others assigned by the Chief Commissioner

Deliverables:

a. Youth Programme manuals
b. Youth Programme Leader's Tools
c. Youth Programme Evaluation System
d. Youth Forum manual
e. Youth Forum Leader's Tools
f. Challenge for Young People
g. Activity for Young People

Scope:

All Members

Schedule or Meetings:

Minimum one time a month

D. Adults in Scouting Committee

Members:
Chair: Adults in Scouting Commissioner
Members: Leader's with Wood Badge who are invited to participate. Honorary Members Chief Scout, Chief Commissioner and International Commissioner.
Goals:

Manage a National Training Scheme, to attract, train and retain the adults required by the Scout Movement for the application of the programme.

Functions:

- Design the National Training Policy of Adults in the Scout Movement, evaluating its application.
- Provide to Educational Methods Committee with relevant and timely information related to its decision-making function.
- Promote the collaboration of the Adults in Scouting Committee with other committees, to make more efficient your work.
- Evaluate at regular intervals the Adult Training in the Scout Movement in order to introduce the modifications necessary. A thorough and systematic review should be undertaken in a period of no more than 5 years.
- Prepare guidelines for the training of leaders in Scout Movement, developing the necessary skills for the best performance of their position.
- Facilitate the tools that allow the selection and promotion of adults at all levels.
- Receive, review and, where appropriate, approve applications for Wood Badges, Certifications and Recertification's for Adults, issuing the corresponding certificates.

- Establish a system for detecting training needs for Leaders of different positions, developing the necessary tools.
- Propose, develop and execute national Adult Training events.

Others assigned by the Chief Commissioner

Deliverables:

a. Wood Badge manuals
b. Wood Badge Training Team Tools
c. Training to Training Team manual
d. Adults in Scouting Evaluation System
e. Activity for Adults

Scope:

Leader's and Volunteer's

Schedule or Meetings:

Minimum one time a month

E. Growth Committee

Members:

Chair: Deputy Chief Scout

Members: Leaders and Volunteers who are invited to participate. Honorary Members Chief Scout and Chief Commissioner.

Goals:

Foster the integral growth of the association, providing strategies for the recruitment, growth and permanence of the Scout membership.

Generate a harmonious, viable and sustainable development of the Scout Movement, seeking the creation and maintenance of the best conditions for continuous improvement and its impact on the fulfillment of the Mission and Vision of the Scout Movement, aligned with regional and world policies. Encouraging the progress and integral growth of the association, as well as the obtaining and application of good practices, collaborating in synergy with the operational areas of the National Office and Scout groups, developing inter-institutional relationships, which favor the Positioning of the Organization, in addition to generate support tools for Adults in Scouting and in application of the Youth Program.

Functions:

- Promote Scouting in The Bahamas to the community at large
- Secure media coverage of all newsworthy scouting events.
- Provide the community people qualified to speak on scouting and at all times work towards the development of a positive image for the membership with in community at large.

- To promote a pride in belonging to the Association and to the World Movement.
- Develop sound relationship with all groups and units.
- Conduct recharterings meetings with new or reactivated groups or units.
- Promote the expansion of new groups or units within the Association.
- Ensure that the needs of ethnic groups and youth with handicaps are fully met through an assessment of need and actions required.
- Maintain close relationships with Chief Commissioner and Commissioners.
- Ensure the control of the membership data collection (registration, statistics and monitoring).
- Supervise the generation of strategies to increase the membership and keep your current one.
- Ensure that new members are monitored, that are lost and those that re-enter, in order to provide data for decision making.
- Establishing the mechanisms that allow the control of the historical record of the membership to obtain data that facilitate decision-making.

Others assigned by the Chief Scout.

Deliverables:

a. Growth Policy
b. Growth Group Manual
c. Communication Policy
d. The National Growth Plan

Scope:

Leaders and Volunteer's

Schedule or Meetings:

Minimum one time a month

F. Finance Committee

Members:
Chair: Vice President
Members: Leaders and Volunteers who are invited to participate. Honorary Member President

Goals:

Design plans and strategies to procure and fundraising in cash or in kind, by obtaining donations and monitoring and searching for potential partners, generating and strengthening links, promotions and discounts with public and private sectors, meeting the protocols regarding relationships public.

Generate procurement and fundraising strategies through different agents of the national and international Public and Private Sector, which contribute to the fulfillment of the objectives and vision of the Scout Movement in the country, as well as promote and generate projects of social impact, supervising that are carried out at the time that the guidelines and protocols stipulated by national and international public and private organizations are carried out.

Functions:

- Determine and appropriate National, District, Group or Unit Fundraising practices.
- Coordinate such fundraising project.
- Working with the Treasurer in the audit of associations' annual financial statement.
- Work with the treasurer in preparation of annual budget.
- Maintainer closes working relationship with all groups of fundraising projects.

- Establish, supervise and ensure compliance with plans for the acquisition, sale and distribution of products of the association.
- Coordinate and ensure the correct management of Procurement of funds, as well as transparency in obtaining and controlling results

Others that are entrusted to him by the President.

Deliverables:

a. Fundraising Policy
b. The Budged manual
c. Acquisition, Sale and Distribution Policy
d. Audit Policy
e. Partner Policy

Scope:

Leaders and Volunteer's

Schedule or Meetings:

Minimum one time a month

G. Property & Campsite Committee

Members:
Chair: Volunteer
Members: Leaders and Volunteers who are invited to participate. Honorary Member President

Goals:

Design, coordinate, supervise, evaluate and establish the guidelines of work of the Campsite, to promote their development and self-sufficiency. Likewise, promote this campsite as reference points for safe camping areas and educational and alternative tourism activities at the national level.

Functions:

- Establish a work plan, taking care of the interests of the association.
- Analyze and recommend measures to prevent physical and financial risks in the operation of property and campsite.

Others that are entrusted to him by the President.

Deliverables:

a. Campsite Guidelines and Policy
b. Annual Work Plan
c. Asset and Inventory Policy
d. Operating Risks Policy

Scope:

Leaders and Volunteer's

Schedule or Meetings:

Minimum one time every two months

H. Safe Form Harm Committee

Members:

Chair: Vice President

Members: Leaders and Volunteers who are invited to participate. Honorary Members President and Chief Scout

Goals:

Ensure that the activities are carried out according to the established regulations, in order to avoid possible discrepancies among its members, which could generate conflicts and, if they do occur, participate so that those involved can resolve them.

Monitor the behavior of adults in the Movement Scout, to ensure they adhere to the principles, Values and regulations of the Association.

Functions:

- Establish the National Policy for safety in activities Scouts of the different levels.
- Provide tools for the application of the National Security Policy in Scouting activities.
- Establish criteria for the training of leaders in security matters.
- Maintains close communication with Leaders in order to that have the Regulations, Ordinances and others necessary documentation, so that the development of their functions is carried out in accordance with said provisions, in order to avoid the generation of conflicts as much as possible.
- Act as a mediator, in the event of any conflict, so that the parties can solve them.
- Provide advice to Leaders and Volunteers regarding current regulations and their application.
- Keep all the documentation related to its management.

- Establishing a system of preventive security protocols.

Others that are entrusted to him by the President.

Deliverables:

a. Safe From Harm Policy
b. Complaints Resolutions Procedures
c. Preventive Security Protocols System

Scope:

All Members

Schedule or Meetings:

Minimum one time every two months

I. Operation / Administration Committee

Members:

Chair: Secretary

Members: Leaders and Volunteers who are invited to participate. Honorary Members President and Chief Scout

Goals:

Supports the execution of the Work Plan of the Scout Association, providing and controlling the human and financial resources of the Association, as well as generating executive reports regarding their status.

Functions:

- Prepare the procedure for the control of the agreements/resolutions of the National Executive Committee.
- Establish the policies, guidelines and strategies that are necessary for the better functioning of the Association with the approved to National Executive Committee.
- Resolve conflicts submitted for its consideration within the scope of its competence and, where appropriate, redirect them to the corresponding body.
- Contribute to strengthening the processes to establish mutually beneficial relationships with other institutions and entities.
- Develop the internal and external communication strategy for the benefit of Association.
- Develop a policy to create and maintain a directory of the media, other youth organizations, government, etc. updated.
- Design manual for the process for the recruitment, selection, hiring, training and evaluation of the personnel that will work in the Association.

- Collaborate in the implementation of the policies of the National Scout Council and the National Executive Committee.
- Develop the policy for the rental of the building and cleaning after use.
- Prepare the policy for the use of the facilities by the committees and the safeguarding of the files of agreements, documents and reports of each committee.
- Prepare the policy for the registration of groups, and the collection of the registration fee.
- Establish the procedure for the preparation of reports by the committees and the National Executive Committee.

Others that are entrusted to him by the President.

Deliverables:

a. National Administration Policy
b. Complaints Resolutions Staff Procedures
c. Communication Strategy
d. Staff Training Manual
e. Use of Facilities Policy
f. Membership Registration Policy

Scope:

All Members

Schedule or Meetings:

Minimum one time a month