



Transforming our Volunteer Experience

EXECUTIVE COMMITTEE TO TRUSTEE BOARD CHANGES



Transitioning to Trustee Boards

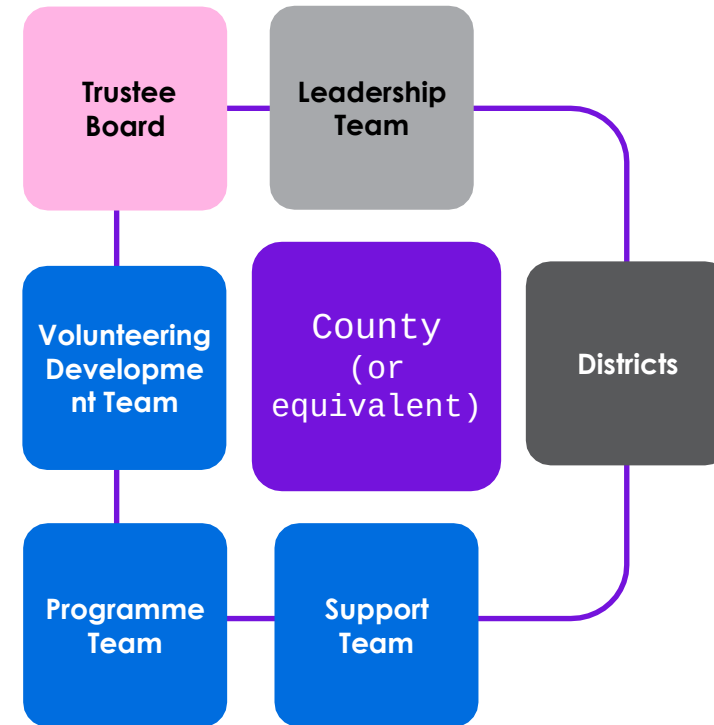
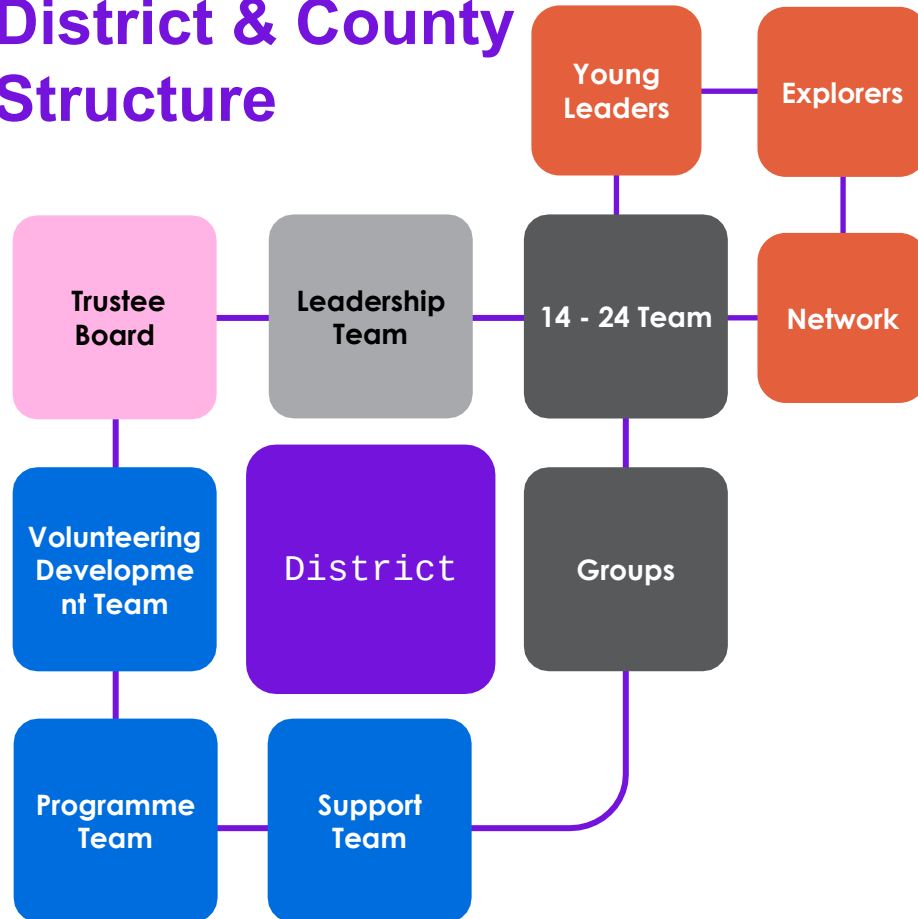
WHAT'S CHANGING FOR TRUSTEE BOARDS

Transitioning to Trustee Boards



Moving to a team-based approach

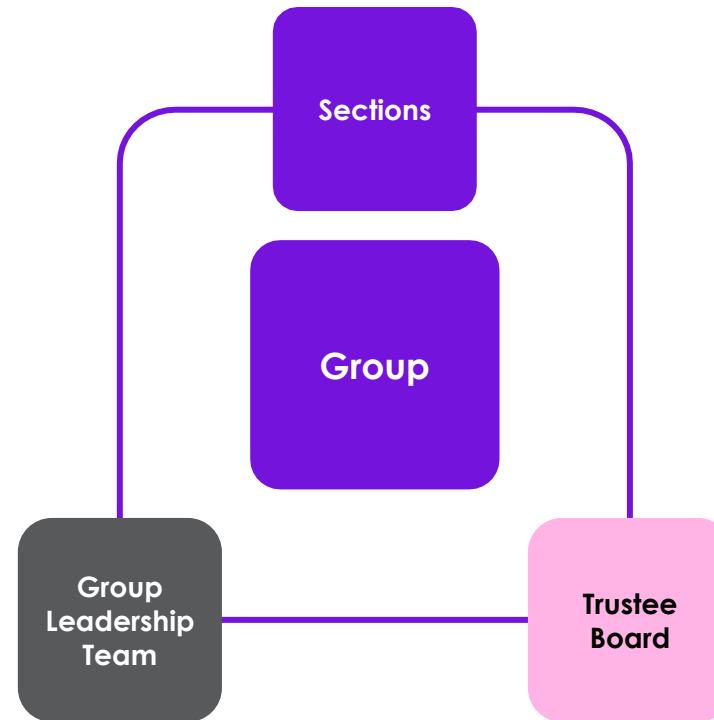
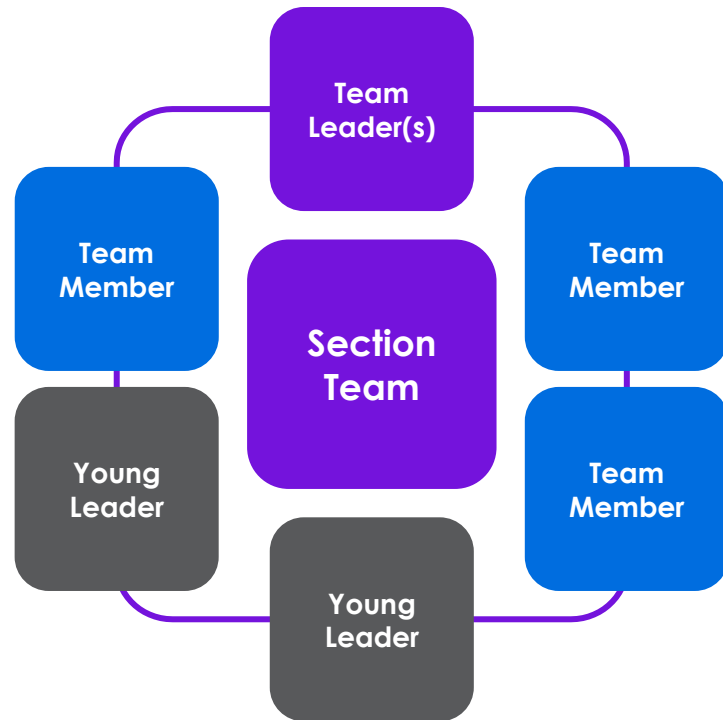
District & County Structure



Transitioning to Trustee Boards

Moving to a team-based approach

Section & Group Structure



Setting up for success

Good governance is fundamental to a charity's success, enabling and supporting the charity to:

- Comply with the law and relevant regulations
- Meet the charity's objectives

Good practice for this is set by the charity regulators, where there have been significant changes over the past few years.





Our current position

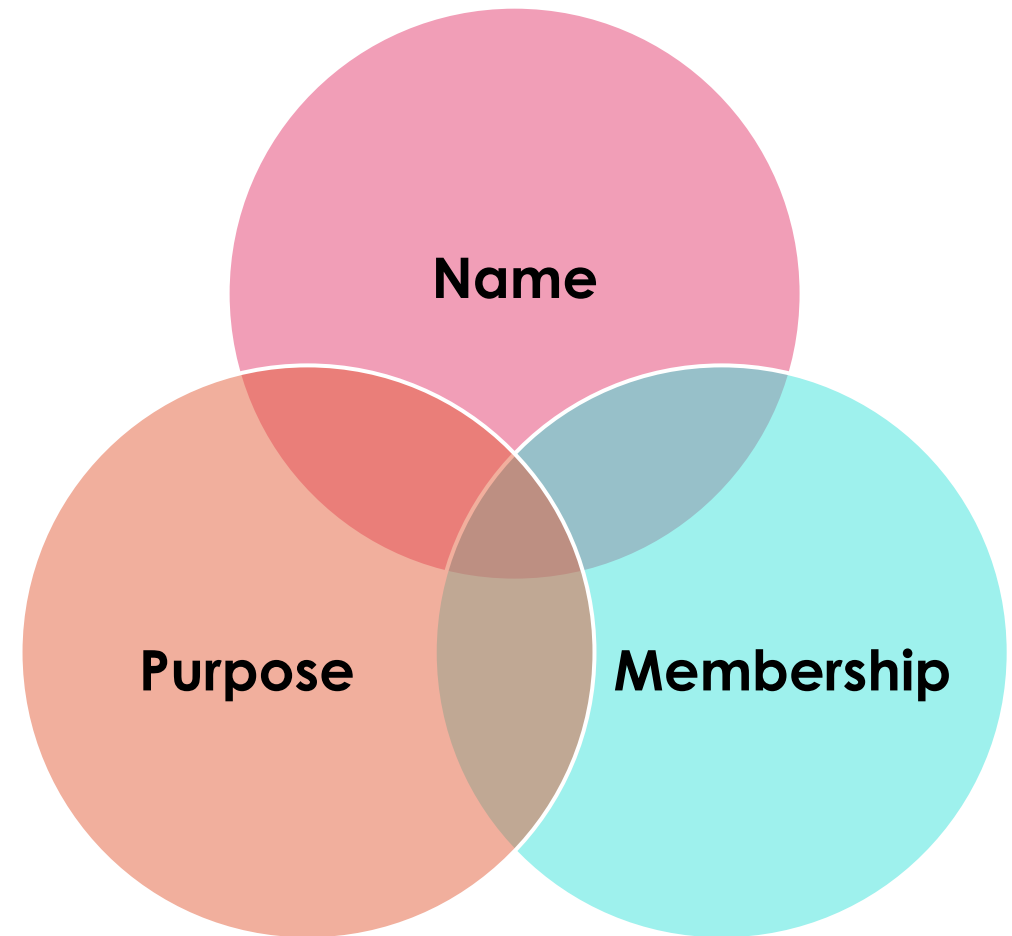
- Many Groups, Districts and Counties (or equivalent) have Executive Committees which oversee a mixture of governance and operational tasks.
- Governance processes such as risk and financial management, are often not carried out or well supported.
- Charities must adopt a constitution. On census 2023, 51% of Groups, Districts and Counties (or equivalent) said they had not adopted a constitution or didn't know if they had.

Changes to Trustee Board membership

To bring our governance up-to-date with current charity sector good practice we need to ensure that Trustee Boards are the right size and have the appropriate membership to deliver their purpose

The membership changes will be detailed in full in the next edition of POR and should be used to prepare for your next AGM, following migration to the new digital system

At your next AGM, your next Trustee Board will be appointed using these new rules and the updated constitution to reflect these new rules must be adopted.





Trustee Board – Purpose

Elements of the purpose of a Trustee Board include:

- Being confident that:
 - Young people are meaningfully involved in decision making at all levels
 - There are sufficient resources available to meet any planned work
 - Scouts has a positive image in their local community
- Managing risk:
 - Developing and maintaining a risk register, including the appropriate mitigations
- Ensuring that:
 - The charity's finances are properly managed and appropriately budgeted
 - Effective administration is in place to support the work of the Trustee Board

Trustee Board Size

In line with charity sector good practice, Trustee Boards, should be:

- Size of between 5 and 12 Trustees
- Supported by excellent administration

and will comprise:

- Chair
- Treasurer
- Lead Volunteer - ex-officio
- Youth Lead - ex-officio
(District and County; except Scotland))
- Additional appointed Trustees
- Co-opted Trustees (where appropriate)



Trustee Board Membership

Why?

A continuation of the work to align Scouts with good practice guidance from the charity sector (in all nations)

Board Size - Having enough people to have a range of views, without making decisions difficult

Membership Periods - Ensuring Boards are progressively refreshed and continue to have objectivity

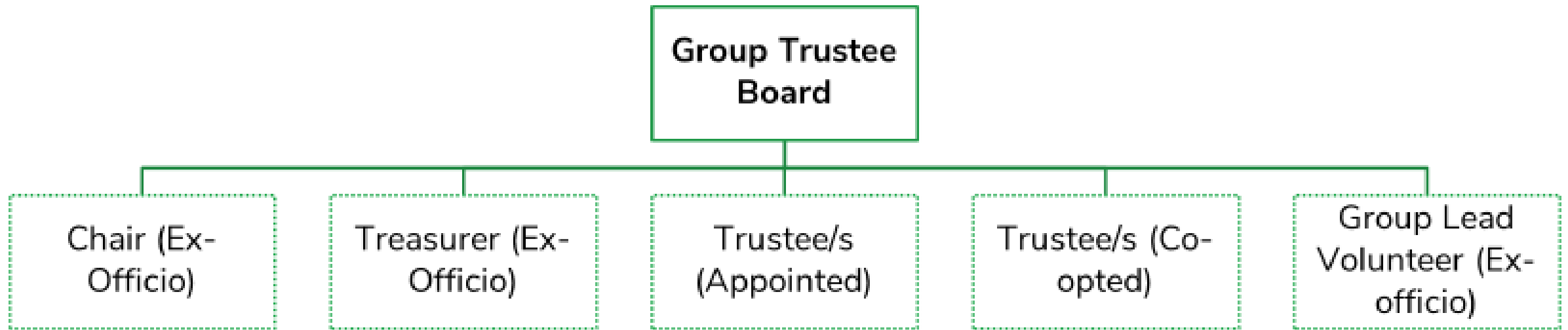
Administration - To ensure Trustees can play a full role in board discussions and decisions

From when?

These changes should take place from 2024 AGMs



How your Trustee Board might look



Trustee Board membership

Appointed & Co-opted Trustees

- 'Appointed' Trustees replace 'Nominated' and 'Elected' Trustees
- Good practice is to have a formal, rigorous and transparent procedure to appoint new trustees to the board, which includes advertising vacancies widely
- Trustee Boards will agree what the open selection process is for all appointed Trustees, who will then be appointed at the AGM based on the outcome of this selection process
- Co-opting of Trustees will continue, these are included in the 5 -12 membership size, with the number of co-opted Trustees not exceeding the number of appointed Trustees, excluding the Chair & Treasurer





Trustee Board membership

Excellent administration

- Trustee Boards need good administration and are collectively responsible for ensuring that this is in place
- Administration is important but is not, of itself, the responsibility of a Trustee. It will be part of the responsibility of the Group Leadership or District/County Support Team
- Current Secretaries will be automatically moved into a Trustee role when migrating to the new system and the role itself will be discontinued
- Administration can be organised to suit individual Trustee Boards. For example, the current Secretary becoming a member of the Group Leadership or District/County Support Team and carrying out any admin

Ex-officio Changes

Group - Group Lead Volunteer

Removed: Deputy Group Scout Leader, Section Leaders, Sponsoring authority, Secretary

Shared ex-officio roles must all be eligible to be Trustees and complete Trustee learning, but only one will use the ex-officio position



Additional Changes

- The Trustee Board must confirm, through processes set out by the regulators, that all Trustees are eligible
- Where possible, Trustee Boards should have two members aged 18 to 25
- Anyone invited, or with the right to, may attend a Trustee Board, but would not have a formal vote.

This includes under 18's - views of young people should always be considered

- The quorum for a Trustee Board meeting will be 'one third of members, plus one'
- Scout Councils continue to set the quorum for their meetings (Scout Councils normally just meet for their AGM)

Personal Examples



Linda – 1st Anytown Scout Group



Exec Committee Member

- Look after buildings and property
- Helps to organise and run fundraising activities
- Maintains Group equipment



As Group Trustee

- Takes full part in Trustee Board meetings as a Trustee, including oversight of buildings and property and budgeting

As Member of Group Leadership Team (or in Support Sub-Team)

- Helps to manage/maintain Group property
- Helps to organise and run fundraising activities
- Helps to maintain Group equipment

Personal Examples



Wilma – 1st Anytown Scout Group



Group Exec Treasurer

- Provides finance advice and reporting to Trustee Board
- With Trustee Board ensures appropriate insurances are in place
- Prepares annual accounts and ensures their timely 'audit'
- Pays invoices and expenses
- Manages banking and other financial transactions
- Keeps appropriate 'books' and copies of relevant support documentation



As Group Trustee Board Treasurer

- Provides finance advice and reporting to Trustee Board
- With Trustee Board ensures appropriate insurances are in place
- Prepares annual accounts and ensures their timely 'audit'

As Member of Group Leadership Team (Support Sub-Team)

- Pays invoices and expenses
- Manages banking and other financial transactions
- Keeps appropriate 'books' and copies of relevant support documentation

Next Steps

- Any Groups, Districts, Counties (or equivalents) still using the terms Executive Committees and Executive Committee Members must update these
- All Trustee Boards must actively work towards embedding the updated purpose statement in what they do and your Trustee Board agenda planning
- Use an updated AGM template and script in your AGM planning
- Start Looking to build a Risk Register
- All Trustee Boards to use the membership changes information to plan and begin implementing changes ready for their next AGM following migration to the new digital system



Resources

How to recruit new Trustees and explain the responsibilities

Keeping the Trustee Board on track- tips on compliance including AGMs

Guidance: <https://www.scouts.org.uk/volunteers/running-things-locally/trustee-boards/>

<https://www.gov.uk/government/publications/charities-and-risk-management-cc26/charities-and-risk-management-cc26>

Charities and risk management (CC26)

<https://www.scouts.org.uk/volunteers/running-things-locally/trustee-boards/risk-register/>

More Info will coming! Keep an Eye out!



Readiness Checklists

Questions and Answers