

	Gasóga na hÉireann / Scouting Ireland		
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### The Scout County

A Scout County comprises of a number of Scout Groups and is supported by a Scout County Board and the relevant Scout Province; and administered by the Scout County Management Committee. The Board of Scouting Ireland determines the geographical boundary of each Scout County.

In determining the boundaries of the Scout County, the Board of Scouting Ireland may take into account the Government agencies and Local Authority areas within Ireland, this will involve consultation between Scout Groups, Scout Counties and the Scout Province.

Scout Counties within Local Authority areas may co-operate for any common purposes within that Local Authority area. Meetings of the relevant County Commissioners will facilitate this co-operation. When necessary, these meetings may be chaired by the Provincial Commissioner.

The main organisational structures of the Scout County are:

1. The Scout County Board
2. The Scout County Management Committee
3. The Scout County Youth Fora

### The Scout County Board

The Scout County Board meets at least once a year. Meetings of the Scout County Board can be either in person or via an online platform. Where there is only one meeting in the year, this will be the Annual

General Meeting of the Scout County Board. The Scout County Board will agree a set of Standing Orders for meetings of the Scout County Board. All members of the Scout County Board shall have one vote.

The members of the Scout County Board are as follows:

- All members of the Scout County Management Committee.
- All Scouters from Scout Groups within the Scout County.
- Four representatives from each of the County programme sections youth fora within the Scout County.
- One registered Scout from each registered Scout Group within the Scout County.
- One registered Venture Scout from each registered Scout (Group within the Scout County.
- One registered Rover Scout from each registered Scout Group within the Scout County.
- The Provincial Commissioner (or a representative in their absence) and provincial support staff shall be invited to attend meetings of the Scout County Board.
- Other guests may be invited to speak or to make presentations, as appropriate.

### **Annual General Meeting of the Scout County Board (AGM)**

The Annual General Meeting of the Scout County Board will be convened in October or November of each year. The Annual General Meeting of the Scout County Board can be either in person or via an online platform.

The agenda for the Annual General Meeting of the Scout County Board shall include, inter alia, the following:

- Approval of the minutes of the previous year's Annual General Meeting.
- Report of the County Commissioner.
- Report of the Deputy County Commissioner, if applicable.
- Adoption of the annual County Secretary report.
- Adoption of the accounts of the County as prepared by the County Treasurer.
- Adoption of the reports of the County Programme Co-ordinator and the County Training Coordinator.
- Adoption of the report of the co-opted member of the County Management Committee, where applicable.
- To receive a report from each Scout Group in the Scout County.
- The election of the County Commissioner for appointment, when appropriate.
- The election of the County Chair, the County Secretary, and the County Treasurer, when appropriate.
- To present the programme of events and activities to support the Scout Groups of the Scout County.

All proposals and motions to be lodged in writing (electronic or postal) by any member of the Scout County Board to the County Secretary no less than four weeks prior to the date of the meeting to facilitate circulation in advance of the meeting. All Scout Group reports should be received by the County Secretary one week in advance of the County AGM.

The Provincial Commissioner and provincial support staff shall be invited to attend the Annual General Meeting of the Scout County Board. Other Guests may be invited to address the meeting or make presentations, as appropriate.

## **Extraordinary General Meeting of the Scout County Board (EGM)**

An Extraordinary General Meeting may be called by any of the following:

- The County Commissioner
- Any two elected County Officers
- The signatures of at least one-third of the Group Leaders of active Scout Groups within the County

The County Secretary shall give four weeks' notice of the meeting to all those entitled to attend, as per Scout County Board Membership, and include the matter to which the EGM is being called.

The only business discussed at the EGM shall be that for which the meeting has been called.

## **The Scout County Management Committee**

The Scout County Management Committee is responsible with supporting local Scout Groups. The Scout County Management Committee will meet at least four times per year. Meetings of the Scout County Management Committee can be either in person or via an online platform.

The members of the Scout County Management Committee are as follows:

- County Commissioner.
- Deputy County Commissioner.
- County Officers:
  - County Chair.
  - County Secretary.
  - County Treasurer.
- All Group Leaders within the Scout County or delegate
- County Spiritual/Religious Advisor/Chaplain
- County Programme Co-ordinator.
- County Training Co-ordinator.
- Not more than three persons co-opted to hold office until the meeting following the next Annual General Meeting of the Scout County Board (such co-opted members shall not have a vote).
- Two representatives from each of:
  - County Youth Forum for Scouts.
  - County Youth Forum for Venture Scouts.
  - County Youth Forum for Rover Scouts.

The agenda for each meeting of the Scout County Management Committee shall include, inter alia, the following:

- Approval of the minutes of the previous County Management Meeting.
- Matters Arising from previous County Management Meeting minutes.
- Action Points from previous County Management Meetings.
- Report of the County Commissioner.
- Report of the accounts of the Scout County as prepared by the County Treasurer, balance versus actual accounts to date.
- Report(s) of the County Youth Fora Representatives.
- Report of the County Programme Co-ordinator.

- Report of the County Training Co-ordinator.
- To receive a brief report/update from each Scout Group in the Scout County.
- Any other matters (as deemed appropriate by the County Chairperson) to meetings of the Scout County Management Committee.

A Deputy Group Leader (or in their absence or where there is no Deputy Group Leader, another Group Scouter) may represent the Group Leader in the event that the Group Leader cannot attend or is a County Officer a meeting of the County Management Committee, with the approval of the relevant Group Council as notified to the County Secretary and County Chairperson, before the beginning of the meeting.

All individuals entitled to vote and in attendance at the County Management Committee meeting may cast only **one** vote, which being the position on the County Team, Youth Rep, or representing their Group. If a member of the County Team is also a Group Leader, a delegate from their Group will have the Group vote, with the approval of the relevant Group Council.

The CPC team (CPC and all ACPCs) may be asked to attend to give a report to the County Management Committee, however, the ACPCs do not have a vote on matters of business of the Scout County Management Committee.

The County Management Committee shall convene meetings (including the Annual General Meeting) of the Scout County Board to which the County Management Committee shall report.

The Provincial Commissioner (or a representative) and provincial support staff can attend meetings of the County Management Committee. Other guests may be invited to speak or make presentations, as appropriate, however, they do not have a vote on any matters of business of the County Management Committee.

### **Scout County Youth Fora**

The Scout County Youth Fora provide for the expression of views and formulation of recommendations, recognising that such fora in Scouting provide a dual opportunity for youth members to discuss issues of interest to them and to make recommendations on these; and to learn the skills necessary to empower them to take part in decision-making in Scouting Ireland.

The Scout County Management Committee is responsible for the organisation of Scout County Youth Fora in accordance with the relevant Scouting Ireland youth engagement policies and procedures.

### **Role of the Scout County**

**County Commissioner (CC)** – Primarily responsible for the management and co-ordination of the resources of the Scout County in accordance with the Policies and Rules of Scouting Ireland for the benefit of the Scout Groups within the Scout County, in conjunction with the Scout County Board.

**Deputy County Commissioner** – The Deputy County Commissioner assists a County Commissioner in carrying out the duties and functions of a County Commissioner in addition to any other duties and functions as directed by the Scout County Management Committee, subject to approval of the County Commissioner.

**County Chairperson** - Primarily responsible for presiding at meetings of the County Board and the County Management Committee. To ensure that the business of the County Board and the County Management Committee is carried out properly.

**County Secretary** – Primarily responsible for the administrative affairs of the Scout County. To convene meetings of the County Board and the County Management Committee in accordance with the Standing Orders. To prepare the agenda for meetings of the County Board and the County Management Committee in consultation with the County Commissioner and the County Chairperson.

**County Treasurer (CTC)** – Primarily responsible for the financial affairs of the Scout County. The implementation and monitoring of the application of Scouting Ireland's Finance Manual (SID 69/10 refers) within the Scout County. To prepare the annual budget for the Scout County for approval by the County Management Committee.

**County Spiritual/Religious Advisor/Chaplain** – Assists the Scout Groups spiritual development of the Scout through the Youth Programme delivered by the Scout County. To meet with other Scout Spiritual/Religious Advisors/Chaplains to provide advice and support to the County on the Spiritual/Religious Policy of Scouting Ireland (SID 22/04 refers) and to provide support to the County Commissioner, the County Programme Co-ordinator and other Scouters in the area of spiritual development.

**County Programme Co-ordinator (CPC)** – Responsible for providing assistance and guidance to the Scout Groups within the Scout County in relation to the Youth Programme of Scouting Ireland through the Scout County Programme Team. To recruit and select Assistant County Programme Co-ordinators as members of the County Programme Team in consultation with the County Commissioner and with the endorsement of the County Management Committee. To convene meetings of the Programme Scouters of the Scout County; meetings to be co-ordinated and facilitated by the relevant Assistant County Programme Co-ordinators for that Programme Section. To support and motivate the Scout Groups through their relevant Programme Sections in delivering the Youth Programme of Scouting Ireland to the highest quality.

**County Training Co-ordinator (CTC)** – Primarily responsible for the management of the various adult training courses offered by Scouting Ireland within the Scout County. To support and motivate the Scout Groups by encouraging participation in adult training courses. To maintain adequate training records of Scouters in the Scout County.

The primary role of the Scout County is to support its Scout Groups. It does this in a number of ways, including:

- Youth Programme Support
  - The Scout County supports the youth programme delivered by Scout Groups through a pooling of expertise and experience of the Scouters in the Scout County.
    - It aids the implementation of changes to the youth programme and new resource material produced by Scouting Ireland.
    - It complements the youth programme delivered by the Scout Group by facilitating events and activities for the various programme sections to attend. These events and activities provide opportunities for our youth members to meet with other young people outside of their own Scout Groups.
- How?
  - The Scout County Management Committee appoints a Scout County Programme Coordinator through an open call. This person supports the various parts of the youth programme used by the Scout Groups of the Scout County.
  - The Programme Co-ordinator and their team directly support the relevant programme sections and convene meetings, as required, to introduce new elements of the youth programme or to facilitate various events/activities to compliment the youth programme.

- Adult Volunteer Support
  - The Scout County provides a forum for Scouters to meet with fellow Scouters to discuss points of mutual interest and benefit to Scouting.
    - It enables the delivery of various adult training courses, both for delivery of the youth programme and management of adult resources, developed by Scouting Ireland.
- How?
  - The Scout County Board meetings are for all of the Scouters in the Scout County.
  - The Scout County supports events and activities where Scouters will meet.
    - The Scout County Management Committee appoints a Scout County Training Coordinator through an open call. This person manages and promotes the various adult training opportunities provided by Scouting Ireland through the Scout County.
    - Personal progression of Scouters will be supported through this training.
- Benefits of the Scout County for Scouting Ireland
  - The Scout County provides an opportunity for Scouters and Scout Groups to direct the policies and future development of Scouting Ireland through the representatives of the Scout County.
    - It provides Scouting Ireland with a structure to communicate with Scout Groups and Scouters on policy changes and developments to the youth programme, adult resources and other initiatives of Scouting Ireland to develop and grow Scouting.
    - It ensures that Scouting is delivered at local level in accordance with the aim and principles of Scouting Ireland.
    - It supports a structure to enable new Scout Groups to be established, with the benefits of the support mechanisms of the Scout County.
- How?
  - The County Commissioner is a member of the Provincial Management Support Team which has direct input to the development of youth programme and adult policies of Scouting Ireland.
  - Every Group Leader is a member of the Scout County Management Committee who will be notified and can discuss the various policy changes and developments of Scouting Ireland.
  - The Scout County Management Committee is best placed to determine how to support a new Scout Group in the Scout County.
- Youth Participation
  - The Scout County provides an opportunity for youth members to express their views and formulate proposals to contribute to the development of Scouting Ireland.
- How?
  - The Scout County Management Committee, support the County Commissioner and/or the Scout County Programme Co-ordinator, is required to arrange the establishment of the Scout County Youth Forum.
- Administration, Finance and Public Relations
  - The Scout County assists the Scout Groups and the Scout Group Councils with administrative and financial advice, including assistance in maximising local grant aid.
    - It promotes Scouting in the Scout County through good community and public relations at local level.

- How?
  - The Scout County Management Committee are best placed to offer administrative and financial advice to the Scout Group with the support of the other administrative and financial structures of Scouting Ireland.
  - It will also support the Scout Group in using the various community and public relation tools developed by Scouting Ireland from time to time and advise the Scout Group how to use these tools in accordance with Scouting Ireland policy on good public relations.
  - Support Staff can be directed to support Scout Groups through the Scout County structures.

### **Scout County Officers Team Meetings**

The members of the Scout County Officers team are as follows:

- County Commissioner.
- Deputy County Commissioner.
- County Chairperson.
- County Secretary.
- County Treasurer.
- County Programme Co-ordinator.
- County Training Co-ordinator.
- County Chaplain/Religious/Spiritual Advisor.
- CPC Team (CPC and ACPCs).

The County Officers shall meet periodically, as required, to set agendas for meetings, follow up on action plans and discuss budget suggestions. Any County Officers can meet periodically, as they require, to discuss any relevant matters.

Minutes of these meetings shall be recorded and retained by the County Secretary. These meetings will be chaired by the County Chair, as appropriate. Meetings of the County Officers can be either in person or via an online platform.

### **Scout County Programme Team (CPC Team) Meetings**

The members of the Scout County Programme team may be as follows:

- County Programme Co-ordinator.
- Assistant CPC for each programme section.
- Representatives, including youth representatives where appropriate, from the relevant programme sections within the Scout Groups.

Meetings are organised by the CPC team to facilitate programme activities within the Scout County. These meetings are organised as required with advance notice to the programme sections involved. Each Scout Group should be represented by their programme section scouter (or a delegate). The chairperson of the CPC team meetings will be the relevant section ACPC or the CPC, as appropriate. Meetings of the CPC team can be held either in person or via an online platform.