

THE SCOUT ASSOCIATION (TSA) OPERATIONS COMMITTEE TERMS OF REFERENCE

Members

1. The Committee shall have a maximum of 20 members comprising:
 - The Committee Chair
 - The UK Chief Commissioner (UKCC)
 - The UK Chief Commissioner's directly reporting team members¹
 - At least 2 persons aged 24 or under (in addition to any person aged 24 or under who is a member under another listed category)
 - At least two Members of the Board of Trustees (Board) (in addition to the Chair, UK Chief Commissioner and any trustee in the aged 24 or under member role)
 - Up to three independent² members as necessary with relevant skills and experience
 - Chief Operating Officer
2. Members of the Committee (other than the ex officio members) shall be appointed by the Nominations and Governance Committee, in consultation with the Committee Chair.
3. Appointments to the Committee shall be for a period of up to 3 years (or, if shorter, until end of term as member of the Board), subject to appraisal, and extendable by no more than one additional 3 year period, so long as (where relevant) the Committee member continues to be aged 24 or under or independent.
4. The Board shall appoint the Committee Chair. In the absence of the Committee Chair, the remaining members present shall elect one of themselves to chair the meeting.

Quorum

50% of the membership (subject to declaration of any conflict of interest), including at least one Member of the Board (in addition to the Chair, UKCC and UKYC).

Frequency

Normally four meetings per annum.

Voting

The Committee will strive for consensus around matters which require a decision. In the absence of consensus, matters arising at any meeting shall be decided by a majority of votes of those present (see Quorum above). In case of any equality of votes, the Chair shall not have a second or casting vote. Instead, the motion must be deemed not to have been carried.

Rights of attendance

1. The Chair and all Members of the Board, the Chief Scout, the Chief Executive and all other members of TSA's Senior Leadership Team have right of attendance in a non-voting capacity.
2. Any others, by prior notice to and with the permission of the Committee Chair, may also attend in a non-voting capacity.

Remit

¹ Under the current structure this would be: Deputy/ies UKCC, UK Youth Commissioner, Chief Commissioners, UK Commissioners for Programme and People, and the International Commissioner. Any role that is job-shared maintains only one vote but all/both role holders have right of attendance.

² Independent means someone who is not at date of appointment, or at any time during his/her term of office, a member of TSA.

The Committee is responsible to the Board for:

1. Oversight of the Fundamentals of Scouting (as defined in Chapter 1 of TSA's Policy, Organisation and Rules [POR]) and making recommendations in respect of these for consideration by the Board.
2. Creating, maintaining and monitoring plans to implement the Board's Vision and Strategy for Scouting.
3. Implementing, monitoring and amending operational aspects of Scouting (see table below) to realise TSA's Vision, in line with the agreed strategies; and, where necessary, making recommendations in respect of this for consideration by the Board.
4. Establishing and approving the remits of, and subsequently monitoring, any subsidiary groups (e.g. , Awards Advisory Group, Scout Grants Committee) which the Committee deems necessary to assist it in fulfilling its remit.
5. Monitoring (at least every six months), reviewing and taking action in relation to risks allocated to the Committee as agreed with the Risk Committee and reporting to the Risk Committee accordingly.
6. Undertaking other work delegated to it by the Board.

For the avoidance of doubt, the following table lists certain areas in relation to which the Board has reserved decision-making to itself and others which it has delegated to Operations Committee:

“Fundamentals” of Scouting and other Matters over which Operations Committee has oversight but in relation to which decision-making is reserved to Board	Operational aspects of Scouting in relation to which decision-making is delegated to Operations Committee
The Purpose of Scouting	The Programme
The Values of Scouting	
The Scout Method	
The Scout, Cub Scout and Beaver Scout Promises (and variations thereof)	Changes to POR (other than to Chapters 1 or 2)
The Scout, Cub Scout and Beaver Scout Laws	Approving occasional and other badges
Scouting's Key Policies (as defined in Chapter 2 of POR): Religious; Equal Opportunities; Safety; Vetting; Child Protection; Anti-bullying; and Development	Adult volunteer structures and roles
Scout uniform: purpose and role; any changes or developments which substantially alter the appearance of the existing uniform or any part of it	Volunteer line management
	TSA and sectional branding and any changes to branding
	Scout uniform: any changes or developments which do not substantially alter the appearance of the existing uniform or any part of it
	Monitoring, appraising performance and making policy recommendations to the Board in respect of the services provided by National Activity Centres (and any future income-generating activities) for TSA members

Reporting

Minutes of all Committee meetings (or a summary of the Minutes approved by the Committee Chair) will be circulated to the Board.

Originally Approved by Board of Trustees 9 July 2016

Reviewed and Approved by the Nominations and Governance Committee on 26 February 2018