



SCOUTS AUSTRALIA – POSITION DESCRIPTION

CHAIR, NATIONAL RISK MANAGEMENT SUB-COMMITTEE

Role title	Chair, National Risk Management Sub Committee
Business unit	National Risk Management Sub-Committee
Reports to	Chair, National Executive Committee
Direct reports	Members, National Risk Management Sub-Committee
Role level	Chair

Scouts Australia is a Child Safe organisation. Scouts Australia is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

OBJECTIVE

The aim of Scouting is to encourage the spiritual, physical, intellectual, emotional, social and character development of young people to enable them to become resilient, self- confident and responsible citizens.

This is achieved through an active, adventure-based program, which develops initiative, teamwork and leadership skills. This enables young Australians to attain their full potential, both as individuals and members of their local, national and international communities.

Scouting is the largest non-formal educational youth organisation in the World with over 57 million members. In Australia, Scouting has a membership of approximately 65,000, of which around 53,000 are youth members or young adults with the remainder being other adults supporting the delivery of the program.



ROLE OBJECTIVE

The National Risk Management Sub-Committee is established pursuant to Rule 1.1.3 of the Scouts Australia Policy and Rules Statement.

The purpose of the National Risk Management Sub-Committee is to provide guidance to the National Executive Committee (NEC) on all matters pertaining to Risk Management for and on behalf of The Scout Association of Australia (Scouts Australia). In particular, it seeks to facilitate the recognition of, and compliance to, Australia's legislative and regulatory provisions in the identified key risk management areas and provide insights to emerging risk trends that may affect the viability of Scouts Australia

The National Risk Management Sub-Committee will be responsible, and accountable, for identifying and advising on mitigation strategies for the following risk areas:

- strategic risk;
- financial risk;
- brand risk;
- information and communication technology risk, and
- compliance (legal and legislative) risk.

Additionally, the National Risk Management Sub-Committee provides oversight and maintenance of a number risk management policies and frameworks. The National Risk Management Sub-Committee and the Internal Governance Sub-Committees are required to maintain a close working relationship.

The role and functions of the National Risk Management Sub-Committee will be reviewed in 2027. Chair appointments are ordinarily for three years.


Copies of the Terms of Reference of this Sub-Committee and the governance arrangements that apply to all NEC Sub-Committees are available on request.

The primary responsibility of NEC Sub-Committees, and the Chairs, is to exercise strategic oversight and management on behalf of the NEC, in order to achieve organisational goals.

Sub-Committee Chairs are empowered to make decisions within the parameters of the guidance they have received from the NEC. They also have broad discretion and agency in how they organise their work. For instance, a Sub-Committee Chair may appoint ad-hoc project leads, they may convene regular meetings with co-opted Subject Matter Experts, and they may hold bilateral meetings with Branches or other stakeholders. Usually, they will also meet as a formal Committee.

Given the emphasis on flexibility and agency, it is also appropriate that the Sub-Committees and their Chairs have a high degree of accountability to the NEC.

In accepting the position of Chair, the Chair agrees to abide by this Governance Framework and perform the responsibilities described, unless otherwise authorised by the NEC. Sub-Committee Chairs must be prepared to commit the equivalent of one day per month for their Sub-Committee – and may well need to spend more time than this depending on priorities at the time. Chairs are required to report, in person or virtually, at least once per year to the NEC at a date of mutual convenience. This is to help ensure alignment between the work, and strategic priorities, of the NEC and each of its Sub-Committees.



Importantly, it is the responsibility of the Sub-Committee Chair to involve the people leading delegated work in the Sub-Committee's portfolio in strategic discussions. It is also their responsibility to involve all core members of their Sub-Committee in decision making.

Notwithstanding the flexibility afforded to Sub-Committee chairs, all formal decisions and recommendations to the NEC must meet standards of good process and governance, meaning:

- All Sub-Committee members have the opportunity to participate in formal decision-making (with formal decisions and recommendations requiring a standard quorum of half-plus-one)
- Decisions are recorded in an appropriate document in the Scouts Australia file system, such as meeting minutes or a decision log.
- Final decisions (to be taken by the NEC) need to be by way of formal papers in the governance template provided. Consultation of recommendations is critical.

KEY STAKEHOLDERS

Key stakeholders for the National Risk Management Sub-Committee include:

- National Executive Committee
- Internal Governance Sub Committee
- National Operations Committee
- Branches of Scouts Australia
- National Commissioner Teams
- National General Manager

STRATEGIC RESPONSIBILITIES

Priorities for the Chair, National Risk Management Sub-Committee over the next 12 months include:

- preparing an Annual Risk Plan which is to be presented to, and discussed with, the NEC.
- producing a summary report of risk by way of a Risk Heat Map and a Risk Appetite Statement for the NEC's approval for the next 12 months
- maintaining a close working relationship with the Internal Governance Sub-Committee
- maintaining the Risk Management Policy and Framework for Scouts Australia, and
- providing direction for the and maintenance of a risk culture across Scouts Australia.

KEY SELECTION CRITERIA/PERSONAL REQUIREMENTS

Behavioural Capabilities

- Outstanding team leadership and management skills.
- Highly developed skills in guiding, influencing and developing relationships in a diverse stakeholder base.
- Demonstrated capacity to establish a clear vision and ability to navigate a complex environment to deliver organisational strategy.
- Highly developed communication, liaison and collaboration skills in a complex operating environment.
- A self-starter, with a high capacity to deliver individual and team results.



Knowledge

- An unequivocal belief in the Purpose, Principles, Promise, Law and Method of Scouting.

Technical Skills

- A sound understanding of risk frameworks including :
 - Risk identification and assessment methodologies
 - Risk mapping and reporting techniques, and
 - Risk mitigation strategies.
- A sound understanding of change management concepts, methodologies and practices.

Other

- A willingness and capacity to volunteer considerable time to the Association.
- A key compliance requirement of the role is for the nominee to:
 - hold current membership of a Branch of Scouts Australia and to maintain that membership throughout their tenure unqualified
 - have had a National Police check and agreed to any further check as required from time to time
 - hold a current Working With Children's/Vulnerable Persons check in the Branch of which they are a member and have agreed to maintain this check throughout the tenure of their role
 - have completed and passed all mandatory training with a commitment to renew successfully every two years
 - have completed the "Working in a Child Safe Environment" skill set (CHCSS00146) or equivalent as and when it is superseded

END