

**SCOUTS AUSTRALIA**  
**POSITION DESCRIPTION – VOLUNTEER POSITION**

**Title:** Chair, External Engagement and Funding sub-Committee  
**Reporting Line:** Scouts Australia’s National Executive Committee (NEC)  
**Relevant Policies:** Policies, guidelines, Code of Ethics and Code of Conduct of Scouts Australia

*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.*

**OVERVIEW**

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 SUMMARY**

The Chair, External, Engagement and Funding Sub-Committee is a volunteer position, appointed for up to three years by the National Executive Committee of Scouts Australia. The Terms of Reference of the External, Engagement and Funding Sub-Committee are attached.

**RELATIONSHIPS**

The Chair, External, Engagement and Funding Sub-Committee works closely with a variety of groups including staff and volunteers, as well as other Sub-Committees of Scouts Australia. Operationally the Chair works closely with the National General Manager (NGM), Chair NEC, the finance staff, and contractors, and the Chair reports directly to the NEC.

Given the nature of its role, the External Engagement and Funding Sub-Committee is encouraged to develop a strong working relationship with all Branches of Scouts Australia for success. This is to avoid duplication of role and missed opportunities.

**APPOINTMENT TERM**

The appointment term is normally for three years with a maximum of 6 years.

**CRITERIA**

## **Essential Criteria**

- Agree to, and sign, the Scout Australia Code of Conduct, Code of Ethics and Policies and Rules of Scouts Australia
- Undergo a National Police check
- 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

## **Desirable Skills and Experience**

- Ability to strategically plan and manage external engagement activities (eg. Representations to government ministers or community leaders).
- Experience working with, and raising funds from, donors such as philanthropic foundations, high-net-worth individuals and governments.
- Understanding of strategic communications goals and the use of different channels to reach different external audiences (e.g. prospective members, government stakeholders, ex-members).
- Demonstrated experience in executive management, or otherwise being accountable for delivery of a workplan.

## **KEY RESPONSIBILITY**

The External Engagement and Funding Sub-Committee will be responsible, and accountable, for the following functions:

- Government engagement
- Brand and marketing
- Fundraising and development
- Funds disbursement, and
- Alumni engagement

## **ACCOUNTABILITY, EXTENT OF AUTHORITY AND DELEGATIONS**

The Policies and Rules of Scouts Australia are published on its website. Members of the External Engagement and Funding Sub-Committee are required to be familiar with the Association’s policies. Various policies and recently endorsed NEC documents are of particular relevance to the deliberations of the External Engagement and Funding Sub-Committee. It is the role of each Sub Committee to familiarise itself with relevant policies and documents.

Sub-Committee members are also required to familiarise themselves with the current Scouts Australia Strategic Plan.

## **Delegations**

The NEC delegates to the External Engagement and Funding Sub-Committee the following authorities to carry out its duties:

- Provide advice to the NEC consistent with, and within the limits of, its purpose.
- Financial delegation for the Chair as outlined in the Charter Letter and an operational budget allocated to the Sub-Committee.

Proposed expenditure exceeding these limits requires NEC approval.

Sub-Committee members are not authorised to sign contracts, deeds, regulatory forms or other binding documents without NEC authorisation.

## **REPORTING**

The External Engagement and Funding Sub-Committee will report to the NEC the decisions and any recommendations arising from its meetings.

## **MANAGEMENT SKILLS**

- Ability to work as a member of a team involving staff, volunteers, and contractors;
- Ability to prioritise tasks effectively;
- Provide coaching and mentoring on external engagement and funding issues to Scouts Australia staff and volunteers,
- Decisive and able to exercise independent judgement.

## **VALUES ALIGNED BEHAVIOURS**

- Demonstrate role modelling behaviour which is aligned with Scouts Australia's: - Code of Conduct, Code of Ethics and Adults in Scouting Policies;
- Demonstrate respect and equity to all;
- Demonstrate customer centricity to internal customers such as NEC members, and External Engagement and Funding Sub-Committee members, and
- Demonstrate collaboration, one-team and consultation.

## **TERMINATION OF APPOINTMENT**

If the Chair, External Engagement and Funding Sub-Committee cannot fulfil their duties due to illness or incapacity for a continuous period of six weeks or more the NEC Chair may give written notice of termination of the appointment.

## **MEETINGS AND TRAVEL**

The Chair, External Engagement and Funding Sub-Committee is required to chair regular and virtual meetings of the External Engagement and Funding Sub-Committee and to present regular reports to the NEC. The Chair may be required to travel to the Annual General Meetings of Scouts Australia, which are held on weekends. Travel and accommodation costs are met by Scouts Australia.