



## SCOUTS AUSTRALIA - POSITION DESCRIPTION

### CHAIR, INTERNAL GOVERNANCE SUB-COMMITTEE (Volunteer Position)

|                          |                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------|
| <b>Role title</b>        | Chair, Internal Governance Sub-Committee                                             |
| <b>Business unit</b>     | Internal Governance Sub-Committee                                                    |
| <b>Reports to</b>        | Scouts Australia National Executive Committee (NEC)                                  |
| <b>Relevant Policies</b> | Policies, guidelines, Code of Ethics and Code of Conduct of Scouts Australia         |
| <b>Appointment</b>       | The appointment is for up to three (3) years with an option for another three years. |

*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.*

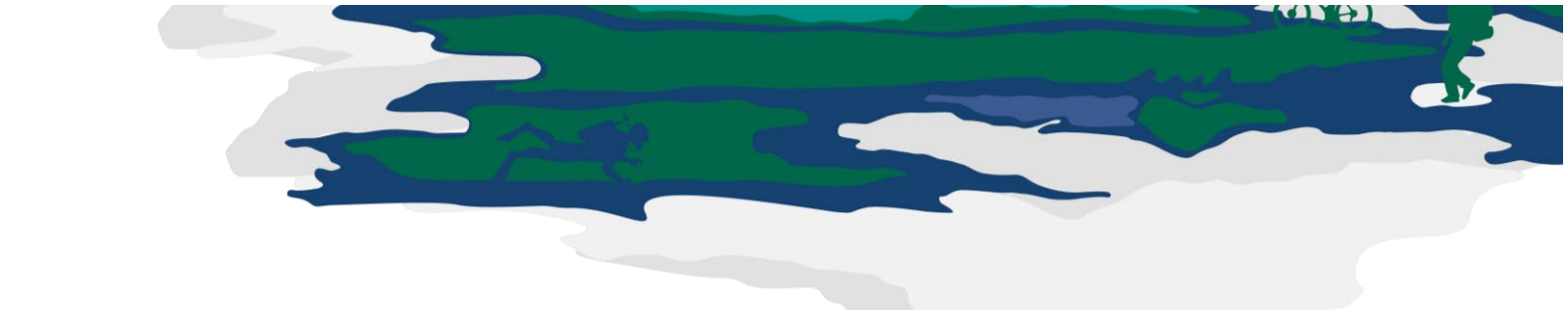
#### OVERVIEW

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, Internal Governance 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 Internal Governance Sub-Committee are attached.



## RELATIONSHIP

The Chair, Internal Governance 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 Internal Governance 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

- Experience/expertise in at least one of the key domains for which the Sub-Committee is responsible (ie. governance, insurance, risk).
- Comfort working at a board level and providing strategic advice to senior decision-makers.
- Understanding of corporate governance standards, as well as the unique governance arrangements of Scouts Australia.
- Demonstrated experience in executive management, or otherwise being accountable for delivery of a workplan.

## KEY RESPONSIBILITY

The Internal Governance Sub-Committee will be responsible, and accountable, for the following functions:

- governance advice
- insurance;
- business continuity;
- risk management;
- nomination and remuneration.



## ACCOUNTABILITY, EXTENT OF AUTHORITY AND DELEGATIONS

The Policies and Rules of Scouts Australia are published on its website. Members of the Internal Governance 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 Internal Governance 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 Internal Governance 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 a Charter Letter of appointment 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 Internal Governance 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 Internal Governance 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 Internal Governance Sub-Committee members, and
- Demonstrate collaboration, one-team and consultation.



## **TERMINATION OF APPOINTMENT**

If the Chair, Internal Governance 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.

## **MEETING AND TRAVEL**

The Chair, Internal Governance Sub-Committee is required to chair regular and virtual meetings of the Internal Governance 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.