

	Gasóga na hÉireann/Scouting Ireland			
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Scouting Ireland – Operations Support Team - Terms of Reference				
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Role of the Operations Support Team

The role of the operations support team is to provide support to administer and manage all aspects of operations and facilities of Scouting Ireland in line with the Constitution and Rules of the Association.

Key Objectives

- Providing advice and leadership in the key categories of operational responsibilities as outlined below.
- To review and update operational procedures in line with industry best practise.
- To ensure best service and value for all contracts and operational supports engaged with Scouting Ireland.
- Development of controls and reporting structures within the operations and facilities functions of Scouting Ireland.

Categories of operational responsibilities

- General operations and facilities oversight
- Insurance, health & safety, computer and ancillary resources
- Financial planning and budgeting
- Operations reporting
- Entity Directory – development and updates
- Deployment of resources
- Ad Hoc projects

Section 1 - Membership

The Operations Support Team shall consist of the National Secretary, National Treasurer, The Financial Controller, and the Manager (Operations) one of whom shall act as Chairperson and up to five other members co-opted for a specified purpose. All appointments shall run co-terminus with the term of the National Secretary (but stay in place until new National Secretary is appointed) and will be reappointed under Rule 127 annually. The Operations Support Team is considered to be in place as and from date agreed by National Management Committee.

Section 2 - Meetings & Minutes

A quorum shall be four members. A secretary shall be appointed by the Operations Support Team.

Frequency

Meetings shall be convened at the discretion of the Chairperson, but shall be held at least four times per annum. Such meetings should coincide with key dates in the operations reporting cycle. The Operations Support Team Members may also request further meetings if they consider it necessary to do so.

Minutes

The Secretary shall be responsible for recording the minutes of each meeting. Minutes of meetings will be circulated to all Members in advance of their formal adoption by the Team.

Section 3 - Authority

The Operations Support Team is authorised by the National Management Committee to examine any activity within its terms of reference.