

	Gasóga na hÉireann/Scouting Ireland			
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	Source: National Management Committee			
Scouting Ireland – Capital Expenditure Committee – Terms of Reference				
Revision	Date	Description		
A	28/04/2015	Appointing a Chairperson added to section 2		
#	27/09/2014	Document Issued		

Role of the Capital Expenditure Committee

The Scouting Ireland Capital Expenditure Committee is a Sub-Committee of the National Management Committee. The role of the Scouting Ireland Capital Expenditure Committee is to review, recommend and govern capital expenditure projects on behalf of the National Management Committee and to manage the progress of any capital expenditure project team.

Key Objectives

- Providing advice and leadership in the key categories of responsibilities as outlined below.
- To receive proposals for capital expenditure from relevant programme or operational areas.
- To provide the expertise to consider and evaluate material capital expenditure requests for Scouting Ireland and make determinations up to value of €250,000 and make recommendations to the Board of Scouting Ireland in excess of this amount.
- To implement best practice in the area of capital expenditure including an appropriate evaluation process and scoring matrix.
- Report back and advise the Board of Scouting Ireland on material capital expenditure decisions.
- To advise the Board of Scouting Ireland and seek their approval on borrowing facilities for capital expenditure
- Categories of responsibilities:
 - General financial oversight
 - Funding, fundraising and grant applications
 - Financial planning and budgeting
 - Adherence to local authority guidelines
 - Adherence to health and safety guidelines
 - Control of fixed assets

Section 1 - Membership

The Capital Expenditure Committee shall consist of the Chief Scouts (Chair), The National Treasurer, The Chief Executive Officer, Two nominees of the National Management Committee, The Financial Controller, Co-opted full time support staff member as required (e.g. Support Officer for Campsites and Facilities, Manager (Operations)), as appropriate and any further co-opted members as required by the Capital Expenditure Committee and approved by the Board of Scouting Ireland from time to time.

The Capital Expenditure Committee shall be reappointed under Rule 127 annually.

Section 2 - Meetings & Minutes

A quorum shall be four members. To include the National Treasurer, CEO and Financial Controller (in person or by conference call if necessary.)

If the Chief Scout is not available to attend, the meeting must appoint a Chairperson as the first order of business.

Frequency

The Sub-Committee shall meet at least bi-monthly, prior to a Board meeting, and more frequently if required.

Venue

Meetings of the Sub-Committee will be held in National Office.

Agenda

The Chairperson shall, in consultation with the C.E.O., prepare an agenda for each meeting. This shall be circulated at least one week in advance of the meeting.

Minutes

The C.E.O. will arrange for minute taking.

Decision-Making

Where feasible, all decisions shall be made by consensus. Matters of contention shall be referred to the Board of Scouting Ireland

Section 3 - Authority

The Capital Expenditure Committee is authorised by the National Management Committee to examine any activity within its terms of reference.