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|  | Gasóga na hÉireann/Scouting Ireland | | | |
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| Scouting Ireland – Protocol for electing a new Provincial Commissioner when a Commissioner vacates office before end of term. | | | | |
| Revision | Date | Description | | |
| # | 10/10/2015 | Document Issued | | |
| 1 | 15/10/2018 | Temporary Update to reflect new SI Structure | | |
| 2 | 3/03/2019 | Update to facilitate Provincial Conference | | |

Background

When a Provincial Commissioner vacates office, this documents purpose is to give guidance on how they should be replaced. Scouting Ireland introduced a new structure on the 6th October 2018. Following on from the introduction of the new structure, below are protocols to give guidance on replacing a Provincial Commissioner until such time as a new appointment process can be introduced.

The appointment of a Provincial Commissioner is one made by the Board of Scouting Ireland Services CLG and as with all appointments of the board, it may be cancelled, suspended or withdrawn should the board deem it necessary. Nominated Candidates are obliged to make known to the Board any matters, resolved or unresolved, that may cause a conflict of interest with their taking up a role as a Provincial Commissioner. The Board will take this into account in making any appointment and reserve the right to withdraw the appointment once the matter is resolved should it deem necessary.

Formerly, The Provincial Management Support Team appointed a Provincial Commissioner until such a time as a Provincial Commissioner can be elected in accordance with the rules. The rules of Scouting Ireland no longer apply so, to address this situation the following protocol should be followed to enable a Provincial Commissioner to be elected in a transparent and coordinated fashion.

Protocol

Situation 1

Where a Provincial Commissioner indicates that they are to step down, but are willing to remain in office until a new Provincial Commissioner is appointed then the following should happen:

- The Provincial Secretary on behalf of the PMST, will extend an open call to all Scout Groups and Scout Counties in the Province for nominations for the position of Provincial Commissioner.
- Nominations for the position must be from a Scout Group Council. National Office can assist the Secretary with the circulation of this open call to all members of the Province if required.
- The information that should be circulated with the open call should be a nomination form, the document explaining the role of the Provincial must be signed by all candidates.
- A period of 14 days minimum for return of nominations should be allowed to give time for Scout Group Councils and Scout Counties to meet. All nominations should be returned to the Provincial Secretary.

- The PMST at its meeting to discuss the arrangements for the nomination of a new Provincial Commissioner should also pick a date for the PMST to elect a new PC, which should also be beyond the 14 days' notice for return of nominations. This meeting should be if possible be on a weekend day that is a Saturday or Sunday to facilitate maximum attendance and particularly youth delegates during school term.
- The chairperson of the province (Provincial Commissioner) will conduct the election and the election method will be by 'first past the post' and will be conducted by secret ballot.
- All Candidates validly nominated should be given five minutes at the start of the election meeting to present their vision for the role if they were elected.
- All members of the existing PMST can be present for the meeting of the PMST to elect the new PC and in this case all members of the existing PMST as laid out in the rules are entitled to vote.
- In the case of a tie the Chairperson (Provincial Commissioner) has the casting Vote.
- The Provincial Secretary should write formally to the Company Secretary as soon as is practicable after the meeting of the PMST to nominate a new Provincial Commissioner to inform him/her of the successful candidate so they can make a formal nomination to the Board of Directors to request approval of the appointment.
- As soon as practicable after the appointment of the new Provincial Commissioner, a PMST meeting should be held to appoint the remaining members to the Provincial team.

Situation 2

Where a provincial Commissioner indicates that they are to step down with immediate effect the following should happen:

- The existing Provincial Secretary on behalf of the PMST, will extend an open call to all Scout Groups in the Province for nominations for the position of Provincial Commissioner.
- Nominations for the position must be from a Scout Group Council. National Office can assist the Secretary with the circulation of this open call to all members of the Province if required.
- The information that should be circulated with the open call should be a nomination form, a copy of this policy and the document explaining the role of the Provincial Commissioner.

- A period of 14 days minimum for return of nominations should be allowed to give time for Group Councils to meet. All nominations should be returned to the Provincial Secretary.
- The PMST at its meeting to discuss the arrangements for the election of a new Provincial Commissioner should also pick a date for the PMST to nominate a new PC, which should also be beyond the 14 days' notice for return of nominations. This meeting should be if possible be on a weekend day that is a Saturday or Sunday to facilitate maximum attendance and particularly youth delegates during school term.
- The Board of Directors will appoint an independent Chairperson for the meeting to nominate the Provincial Commissioner. The appointed chair will have no voting rights or casting Vote. They will run the election and the election method will be by 'first past the post' method and will be conducted by secret ballot.
- All Candidates validly nominated should be given five minutes at the start of the election meeting to present their vision for the role if they were elected.
- All members of the existing PMST can be present for the meeting of the PMST to elect the new Provincial Commissioner but in this case only the County Commissioners and the chairperson from each of the Scout, Venture Scout and Rover Scout Fora are entitled to vote as all others vacated their roles when the previous Provincial Commissioner left office.
- In the case of a tie the Independent Chairperson will ask the Provincial Secretary to start the process again and this will continue until a Provincial Commissioner is elected.
- The Provincial Secretary should write formally to the Company Secretary as soon as is practicable after the meeting of the PMST to nominate a new Provincial Commissioner to inform him/her of the successful candidate so they can make a formal nomination to the Board of Directors to request approval of the appointment.
- As soon as practicable after the appointment of the new Provincial Commissioner, a PMST meeting should be held to appoint the remaining members to the Provincial team.

Situation 3

Where a Provincial Commissioner is coming to the end of their term of office and the Provincial Conference is approaching, the following should happen:

- The Provincial Secretary on behalf of the PMST will extend an open call to all Scout Groups in the Province for nominations for the position of Provincial Commissioner.

- Nominations for the position must be from a Scout Group Council. National Office can assist the Secretary with the circulation of this open call to all members of the Province if required.
- The information that should be circulated with the open call should be a nomination form, a copy of this policy and the document explaining the role of the Provincial Commissioner.
- A period of 14 days minimum for the return of nominations should be allowed to give time for Scout Group Councils to meet. All nominations should be returned to the Provincial Secretary with confirmation that each candidate has accepted their nomination and the Scouting CV of the nominee.
- The Provincial Secretary should ensure the names, details and Scouting CV's of all candidates are circulated to all Scout Groups in the Province at least 7 days in advance of the Provincial Conference.
- The outgoing Provincial Commissioner will preside as Chairperson over the election and the election method will be by 'Proportional Representation' and will be conducted by secret ballot. Where the outgoing Provincial Commissioner is standing for election, the Board of Directors will nominate an independent Chairperson to preside over the election and counting of votes.
- All Candidates validly nominated should be given five minutes at the start of the Provincial Conference to present their vision for the role if they were elected.
- Each Scout Group is entitled to send up to five voting delegates to the Provincial Conference. Two voting delegate positions are reserved for registered Scouts (youth members).
- In the case of a tie, the Chairperson (Provincial Commissioner or independent person) has the casting Vote.
- The Provincial Secretary should write formally to the Company Secretary as soon as is practicable after the Conference to inform him/her of the successful candidate so they can make a formal nomination to the Board of Directors to request approval of the appointment.
- As soon as practicable after the appointment of the new Provincial Commissioner, a PMST meeting should be held to appoint the remaining members to the Provincial team.

Notes:

In the absence of a Provincial Secretary the Provincial Support Officer should support the relevant functions outline in the protocol.

Role of Interim Provincial Commissioner

1.1 Roles & Responsibilities:

- The Provincial Commissioner is primarily responsible for supporting Scout Counties through the management and coordination of the resources of the Scout Province through the Provincial Management/Support Team.
- Member of the Provincial Management Support Group
- May be the chairperson of the Provincial Management/Support Team
- Where necessary, they may chair meetings of County Commissioners to cooperate for common purpose within Scouting Ireland.
- Provincial Commissioner (Northern Scout Province) is a Director of Scout Foundation (NI)

Key areas of responsibility:

- To coordinate the work of the Provincial Management/ Support Team.
- To coordinate and organise annual Provincial Conference on behalf of the Board of Directors of Scouting Ireland
- Where required by scouting Ireland direct the work of the Officers of the County Management Committee/s
- To recommend the appointment of County Commissioners and Deputy County Commissioners to Scouting Ireland.

Accountable to:

Board of Directors

1.2 Personal Profile

- The ability to provide inspirational leadership & strategic direction for the Scout Province & Scouting Ireland
- Willingness to actively coordinate and contribute to the development of this strategic vision of the Scout Province & Scouting Ireland
- Willingness to take decisions which will further the work of the Scout Province & Scouting Ireland
- The ability to build, maintain and facilitate effective working relationships with a wide range of people
- The ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- Commitment to work in partnership with other senior volunteers and senior professional staff in the delivery of Scouting Irelands strategy
- The ability to negotiate agreements
- The ability to construct and implement long-term plans that improve and expand the Scouting offered to young people and identify any training, resources and other needs required to undertake this work
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- The ability to communicate (verbally and non-verbally) to a wide variety of audiences
- The ability to work collaboratively to manage a team of adult volunteers
- The ability to motivate and enthuse others
- The ability to plan, manage and monitor own tasks and time
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide movement as an adult
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job
- Meeting the responsibilities of the role
- Ability to build a network with key stakeholders within the province and nationally