	Scouting Ireland Services CLG			
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	Scouting Ireland Services CLG: **Activity Governance Committee – Terms of Reference**			

Related Documents
N/A

Revision Schedule		
Revision	**Date**	**Description**
#	14/10/2017	Document Issued

Appointment and Term

The "Activity Governance Committee" shall be a Sub-committee of the Scouting Ireland Services CLG ("SIS") Board and shall be appointed by the SIS Board in accordance with Article X of the Articles of Association.

Function

The broad remit of the Activity Governance Committee is to support each National Management Committee of Scouting Ireland ("NMC") project specific Senior Responsible Owners ("SRO") as detailed within the Service Level Agreement ("SLA" or "Agreement") between the primary stakeholders:

> Scouting Ireland Services CLG ("SIS/The Company")
>
> and
>
> the National Management Committee of Scouting Ireland ("NMC/SI/The Association")

The function of the Activity Governance Committee, inter alia, with those set out in the SLA is to provide for the overall direction and management of the National Activities, Conferences and Large Scale Events deemed applicable under bands B and C within the Agreement and to make key decisions, including the commitment of resources (professional, volunteer, material and finance) taking into account the collective project workload undertaken by SIS and SI, as far as is reasonably practicable.

Members

The "Scouting Ireland Services CLG – Activity Governance Committee" shall be comprised of:

Standing Voting Members
- SIS Board Representative (Chairperson)
- Ordinary Committee Member I (volunteer)
- Ordinary Committee Member II (volunteer)
- Ordinary Committee Member III (volunteer)

Co-opted Voting Members
- Co-opted Committee Member I
- Co-opted Committee Member II

Attending and Non-Voting Members
- SIS Project Manager
- SIS Project Management Accountant
- SIS Chief Executive Officer
- NMC SRO (National Team for Policy Implementation and Co-ordination) identified in the Agreement (as required)

Skills and Attributes of Members

The SIS Board recognises that the skillset required for the Activity Governance Committee is extensive and requires expertise in regulatory matters, legal matters, governance, financial, external relations and event management.

Ordinary Committee Members should be able to:
- demonstrate a proven track record "professionally" in managing and delivering projects;
- understand project plans and monitor progress against plans;
- set tolerance levels within which the SRO and Project Management resources must operate;
- understand and act on those factors that affect the successful delivery of any given project;
- broker and maintain relationships with stakeholders within and outside any given project;
- provide delegated authority, as required, to ensure any given project meets its objectives.

The Committee in addition to the above will facilitate a maximum of two (2) Co-Opted Voting Members who will facilitate the participation of external expertise as approved by the SIS Board.

Authority and Accountability

In carrying out its responsibilities, the Activity Governance Committee has full authority to oversee and investigate all matters that fall within this Terms of Reference document as supported and detailed in the Agreement, and will be provided with the resources to do so, whether that be via external, volunteer or professional staff assistance.

The Activity Governance Committee is accountable to the SIS Board alone and as such major decisions/recommendations concerning the projects within their Terms of Reference, as detailed in the Agreement, will be outlined in appraisal reports submitted to the SIS Board prior to implementation of each project phase.

The Activity Governance Committee shall delivery a monthly appraisal report in writing to the SIS Board covering all projects. This report must include the following as a minimum:
- Highlight Report;
- Master Programme;
- Master Project Risk Register;
- Issues Log;
- Change Control Register;
- Finance Log.

Meetings

A quorum shall be at least the following members of the Activity Governance Committee:

- SIS Board Representative (Chairperson)
- At least two (2) Ordinary Committee Members
- SIS Project Manager
- SIS Project Management Accountant

Meetings of the Activity Governance Committee will be organised by the SIS Project Manager and will be held monthly. The exact date, time and location will be determined prior to the end of each meeting.

The SIS Board Representative shall chair all meetings.

The agenda and Highlight Report, together with any associated documentation, will be distributed to all invitees one week prior to each meeting, by the SIS Project Manager.

This will be undertaken via e-mail. Should any resource be too large for e-mail, it will be distributed via a secure file transfer protocol site.

For every meeting the agenda shall include:
- Highlight Report;
- Master Programme;
- Master Project Risk Register;
- Issues Log;
- Change Control Register;
- Finance Log.

Specific issues will be covered and, where appropriate, agreed at each meeting in relation to the relevant project stages. Details of specific issues shall be distributed with the agenda prior to each meeting and shall be covered during the Highlight Report and programme items of the agenda. The final item on the agenda will be to ask all attendees if they have any other business arising to the business of the meeting in hand.

Minutes of each meeting shall be taken by the SIS Project Manager and distributed to all invitees one (1) week after the meeting.