

Welcome to the

Scouts



South East Scotland

**Volunteer Experience
Update March 2024**



On the call tonight:

- John Cannon, Regional Chair
- Martin Elliot, Regional Lead Volunteer
- Scott Goddard, Transformation Lead
- Mike Treanor, Volunteer Development Lead

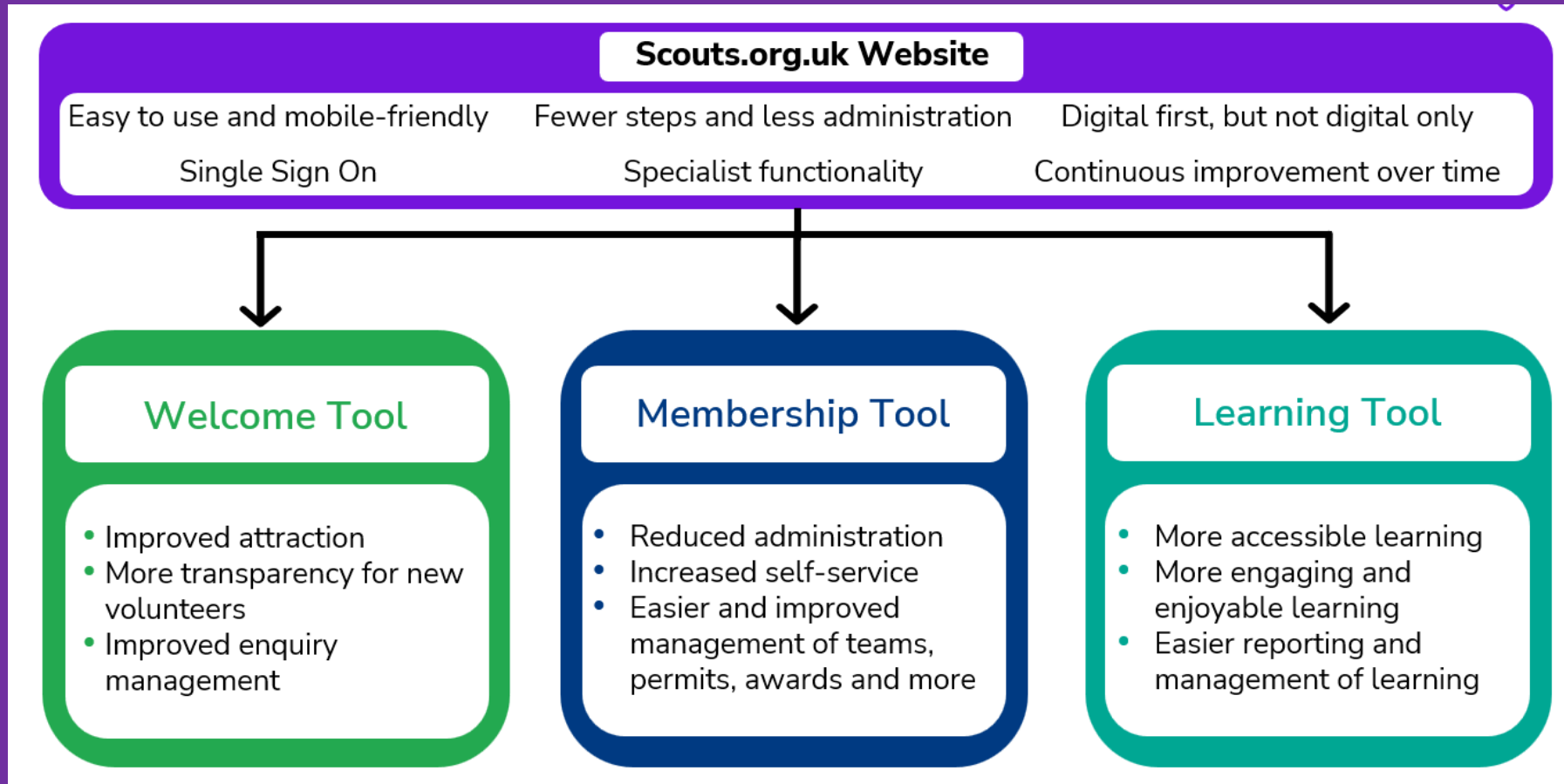
- GLVs, Group TB Chairs, Transformation Champions and other invited guests.



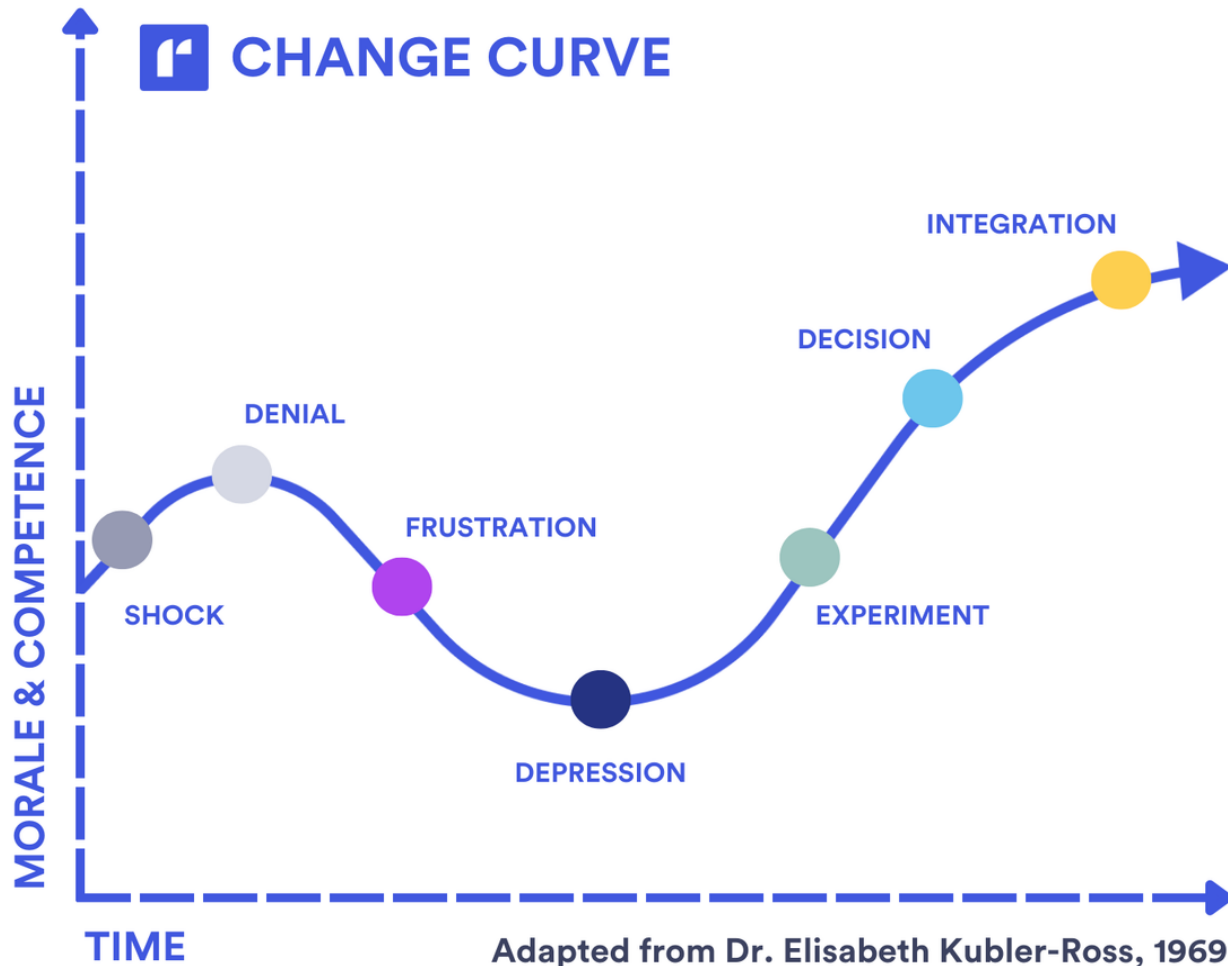
Purpose of Session

- Provide an update on status of the Volunteer Experience Transformation Programme
- Outline what we can do now and over coming weeks and months
- Identify what resources and support will be available to you
- Provide an opportunity to answer any questions

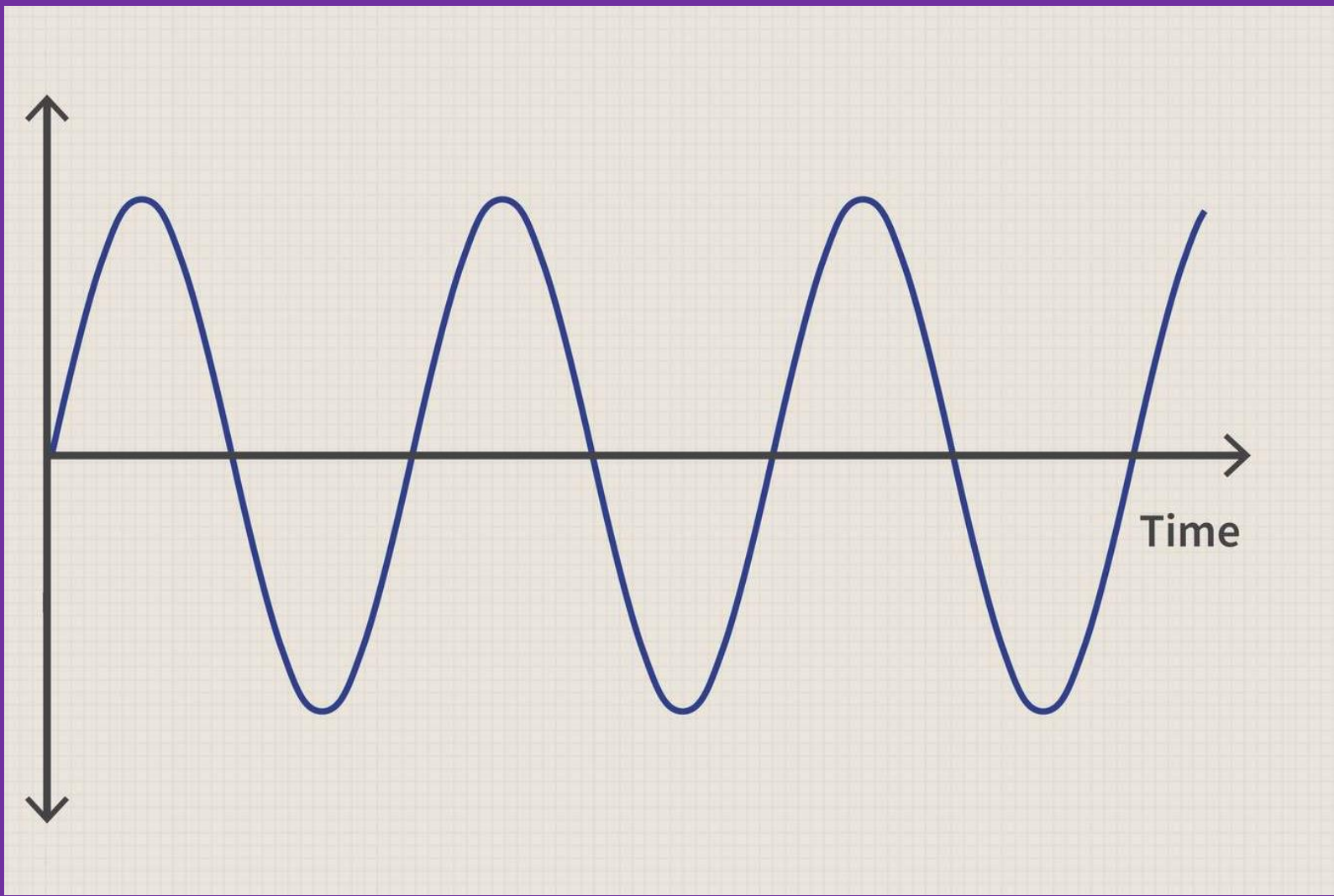
The Digital Tools are ready and going through testing.....



.... but challenges encountered in accurately transferring a large amount of data of varying quality from Compass to the Digital System

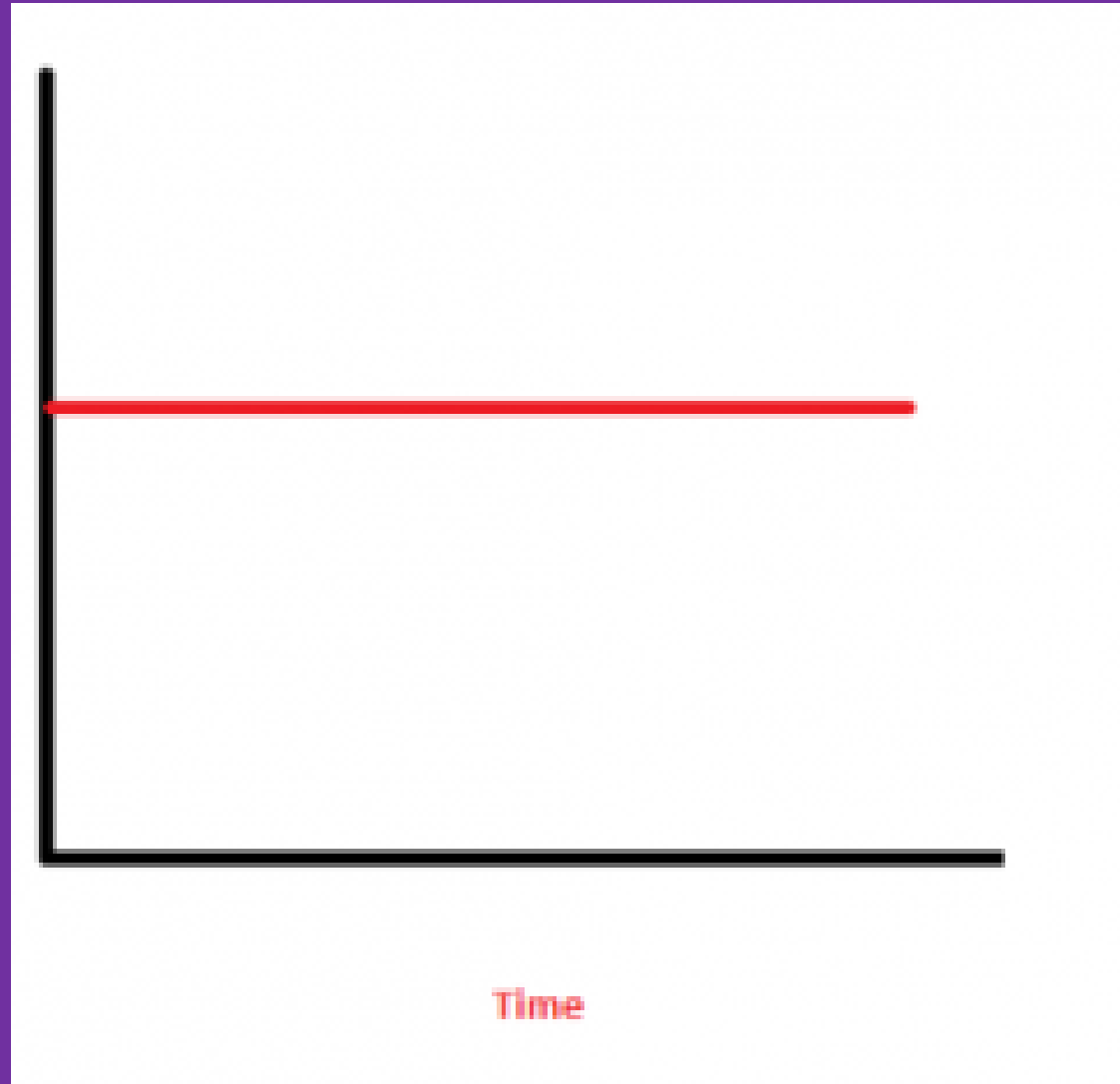


Think about where people may be in the change

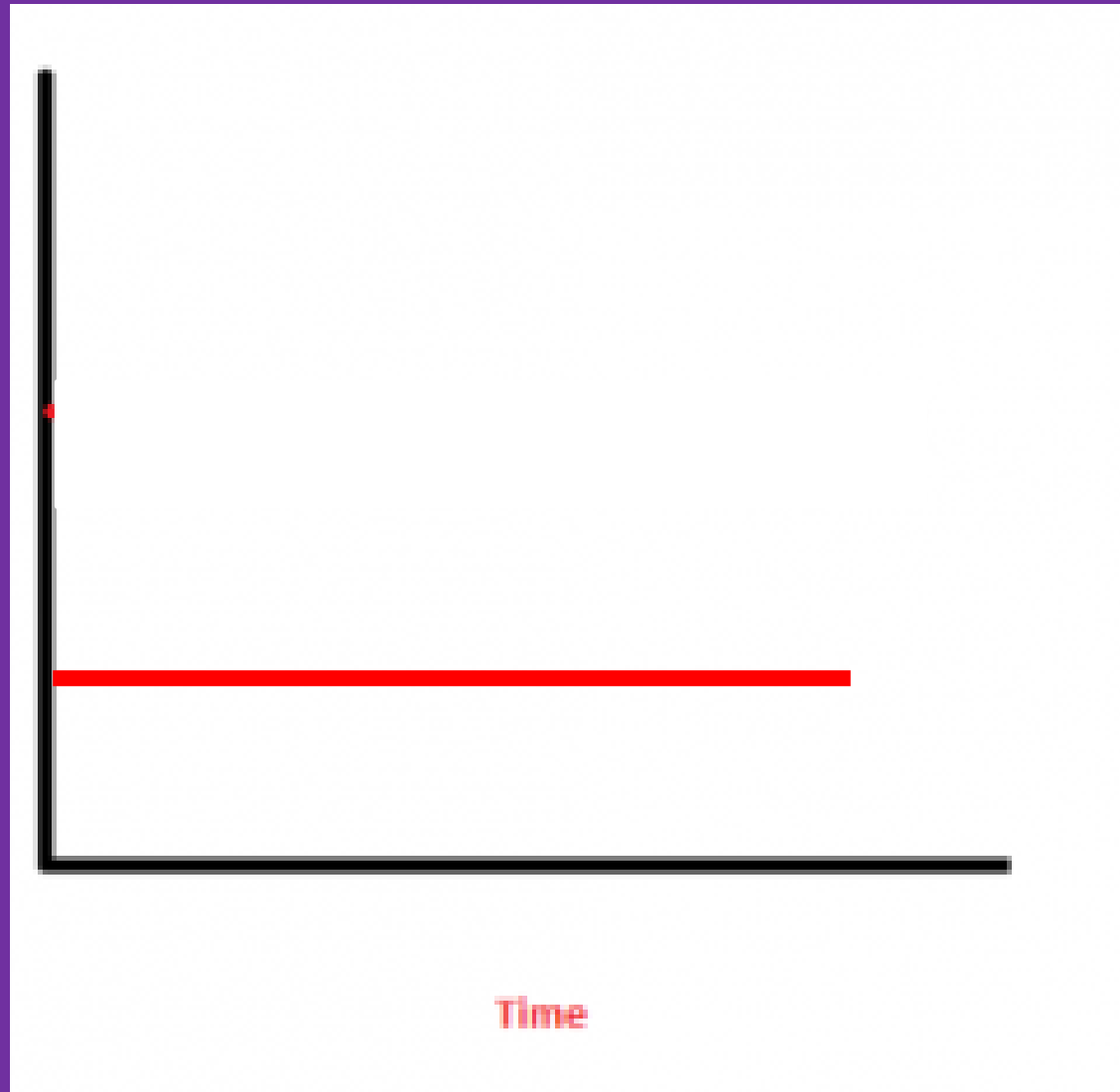


Think about where
people may be in
the change

Think about where
people may be in
the change



Think about where
people may be in
the change



Our aim remains the same!

Making volunteering easier and more fun is how we reach our North star...



More young people gaining skills for life

Consistently and safely deliver a great programme

Recruit more volunteers and retain current ones







Transforming Scouting in South East Scotland: Summary of Changes

Streams		Our Focus					The Benefits of these Changes
	<u>A warmer welcome for all</u>	 Volunteers welcomed, valued and at ease from day one	 Welcome conversation where you volunteer	 A buddy throughout your induction	 Empowered new volunteers through self-service including automated referencing	 More tools to help recruit locally	Benefits of creating a warmer welcome: <ul style="list-style-type: none"> To attract new volunteers and keep the ones we have To grow our movement and reach new communities To do less admin and have more time for the things that matter most Because volunteers told us the welcome process can be off-putting
	<u>More engaging learning</u>	 Personalised learning when you need it, tailored to your role	 Support and management of learning built into our structures	 Existing skills recognised and sign off built in, no separate validation	 Digital first (but not digital only), bite-sized, in one place	 Wood badge optional and available to all	Why we are improving how we learn? <ul style="list-style-type: none"> In our research, you've told us very clearly that most volunteers don't find the current training scheme lives up to what our volunteers need. "I've completed my training over a year go, but the trainer has not time to validate me, I am really let down" Volunteer
	<u>Positive volunteering everyday.</u>	 Volunteers working in teams on tasks with clear purpose	 Clearer roles with titles that everyone can understand	 Clear expectations on both sides, with a commitment to building a positive volunteering culture	 Individuals contributing in a way that matches their skills, interest and availability	 Healthy culture of diversity & inclusion	Why do we need to make sure how we volunteer is right for current and new volunteers, as well as for young people? <ul style="list-style-type: none"> Too many roles, which can be unmanageable, fixed and too often feel like work They can be hard to understand, and expectations are often unclear They can put people off from joining - "I couldn't do what you do" We have a small number of people who feel overloaded
	<u>All supported by easy-to-use digital tools</u>	 A joined up experience through a single scouts.org.uk login	 Specialist functionality for Welcome, Membership and Learning	 Easy to use and mobile friendly	 Fewer steps and less administration	 Easy to manage and report compliance	Why do we need to transform our digital approach? <p>External research and internal feedback tell us clearly that the volunteers of tomorrow expect engaging digital support in all aspects of their volunteering. We don't have that today, so it's a gap we need to fill if we want to attract and retain great volunteers.</p>



Transforming Scouting in South East Scotland: Summary of Changes

Streams		Our Focus	The Benefits of these Changes
	<u>A warmer welcome for all</u>	A warmer welcome: Welcome conversations on hold until the digital system goes live. Current AAC will function until then with a focus on being more flexible and welcoming.	<p>Benefits of creating a warmer welcome:</p> <ul style="list-style-type: none"> To attract new volunteers and keep the ones we have To grow our movement and reach new communities To do less admin and have more time for the things that matter most Because volunteers told us the welcome process can be off-putting
	<u>More engaging learning</u>	More Engaging Learning: New Learning modules are dependent on the new digital system.	<p>Why we are improving how we learn?</p> <ul style="list-style-type: none"> In our research, you've told us very clearly that most volunteers don't find the current training scheme lives up to what our volunteers need. "I've completed my training over a year go, but the trainer has not time to validate me, I am really let down" Volunteer
	<u>Positive volunteering everyday</u>	Positive Volunteering every day: This we can keep moving forward on. New Team structures, name titles, Move from Executive Committees to Trustee Boards, and focus on our volunteer culture.	<p>Why do we need to make sure how we volunteer is right for current and new volunteers, as well as for young people?</p> <ul style="list-style-type: none"> Too many roles, which can be unmanageable, fixed and too often feel like work They can be hard to understand, and expectations are often unclear They can put people off from joining - "I couldn't do what you do" We have a small number of people who feel overloaded
	<u>All supported by easy-to-use digital tools</u>	New Digital Tools: Coming in late summer 2024.	<p>Why do we need to transform our digital approach?</p> <p>External research and internal feedback tell us clearly that the volunteers of tomorrow expect engaging digital support in all aspects of their volunteering. We don't have that today, so it's a gap we need to fill if we want to attract and retain great volunteers.</p>



Changes we can move forward on :

1. Embedding our Volunteering Culture throughout the Region
2. Introducing new team structures and title changes
3. Move to Trustee Boards at District and Group Level
4. Improve our current District Appointments Panels

Martin Elliot, Regional Lead Volunteer



“This may sound disappointing however it provides us with an opportunity to continue to move towards those aspects of the volunteer experience transformation that don’t rely on digital tools, some of which we know you have been implementing or transitioning to already e.g. use of role titles and team-based volunteering”.

Barry Donald-Hewitt, Chief Volunteer, Scouts Scotland



Introduction



1. Embedding our Volunteer Culture



1. Embedding our Volunteering Culture – why it's important

- Creating a positive culture needs role models & champions. It's about how we behave towards each other: in what we do, what we say and how we say it.
- Includes challenging behaviour that doesn't align with what we believe.
- By clearly spelling out the behaviours we expect from one another, we have a shared understanding that makes it easier for us all to work together.
- It's everyone's responsibility to inspire, motivate and support our members to make Our Volunteering Culture a reality.

1. Embedding our Volunteering Culture – activities



About Me

Reflect on your own behaviours within Our Volunteering Culture, both in terms of what you do well and what you could work on.

[Try the About Me activity >](#)



We share our
unique values
and culture.

Well Done You!

Reflect on, acknowledge and celebrate aspects of Our Volunteering Culture your team does well.

[Try the Well Done You! activity >](#)



Let's Do the Challenging Ones

Reflect on aspects of Our Volunteering Culture that your team can improve upon.

[Try the Challenging Ones activity >](#)

1. Embedding our Volunteering Culture – what you can do now!

Understand the rationale

Read the guidance

Share the video with your team

Undertake the self-reflection activity

Undertake the team-based reflection activities

Use the Volunteering Culture to

- set the tone at team meetings
- when we welcome a new volunteer
- when we're carrying out a review

1. Embedding our Volunteering Culture – support & resources.

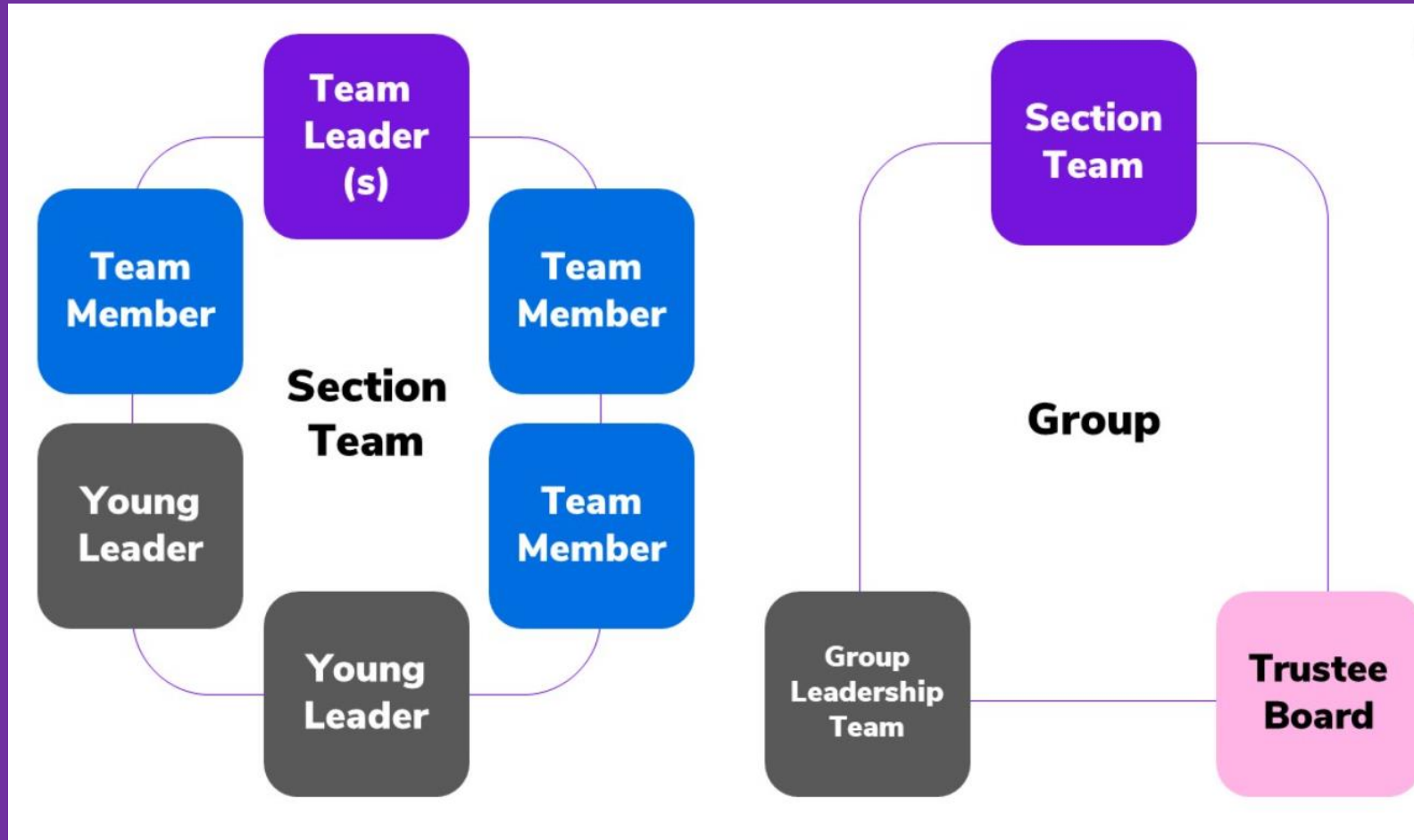
[Our Volunteering Culture | Scouts](#)



1. Embedding our Volunteering Culture



2. Introducing Team Structures & Title Changes



Changing our Role Titles

Our role titles are part of our culture and our perception as a Movement

We're changing many of our role titles within Scouts to:

- Reflect on our perception outside of Scouts
- Provide a consistent and clear structure across roles
- Make our roles and responsibilities clearer
- Make it easier to share tasks within a team

ROLES

and



TASKS

- Group Scout Leader – **Group Lead Volunteer**
- Assistant/Deputy Group Scout Leader – **Group Leadership Team Member**
- Group Chair - **Group Chair**
- Group Treasurer – **Group Treasurer**
- Group Secretary - **Trustee**
- Executive Committee Member - **Trustee**
- Section Leader – **Section Team Leader**
- Assistant Section Leader – **Section Team Member**
- Section Assistant – **Section Team Member**
- Non-Member PVG Only – **Non-Member, Needs Disclosure**
- Non-Member Parent Helper – **Helper**

Changing our Role Titles – Groups & Sections

- New titles will be formally recorded on Digital System when it goes live
- Start using our new role titles informally
- Flexible about how you describe yourself to young people, parents, friends etc
- Think of yourself as part of a team rather an individual



Lead Volunteer for Anytown Scouts

Previously Group Scout Leader, District Commissioner, County Commissioner

Social:

'I'm the Lead Volunteer for Anytown Scouts, and we've got 200 young people and 20 volunteers.'

Parents and carers:

'I'm Debbie and I lead Anytown Scouts.'

Email signature:

All the best,
Lead Volunteer
Anytown Scouts

On the phone to an external agency:

'I lead the volunteers at Anytown Scouts.'

To Scout volunteers or staff:

'I'm the Group / District / County Lead Volunteer for Anytown Scouts.'

Changing our Role Titles – Groups & Sections



Cubs Section Team Leader for Anytown Scouts

Previously Section Leader - Cub Scouts

Social:

'I lead the team at Anytown Cubs.'

Parents and carers:

'I'm Sandra, one of the Cub Leaders. At Cubs, all our leaders have names from the Jungle Book, so everyone knows me as Akela.'

Email and formal situations:

Team Leader
Anytown Cubs

Team- Based Approach

Every team description will have:

- Purpose
- Who's in the team
- Tasks for the whole team
- Allocated tasks

The key principles of this approach:

- We volunteer **flexibly**
- Our teams and titles are **easier to understand**
- Teams agree how to **share tasks** between them



Group Leadership Team

Group Leadership Team- Purpose







Helps volunteers across all Sections to work well together, feel motivated and ensures the Group is respected and supported in their local community.

Who's in the team







- Group Lead Volunteer(s)
- Team Leaders of each Section Team
- Team Leaders of any sub-teams of the Group Leadership Team e.g. Fundraising Team or Meeting Place Team

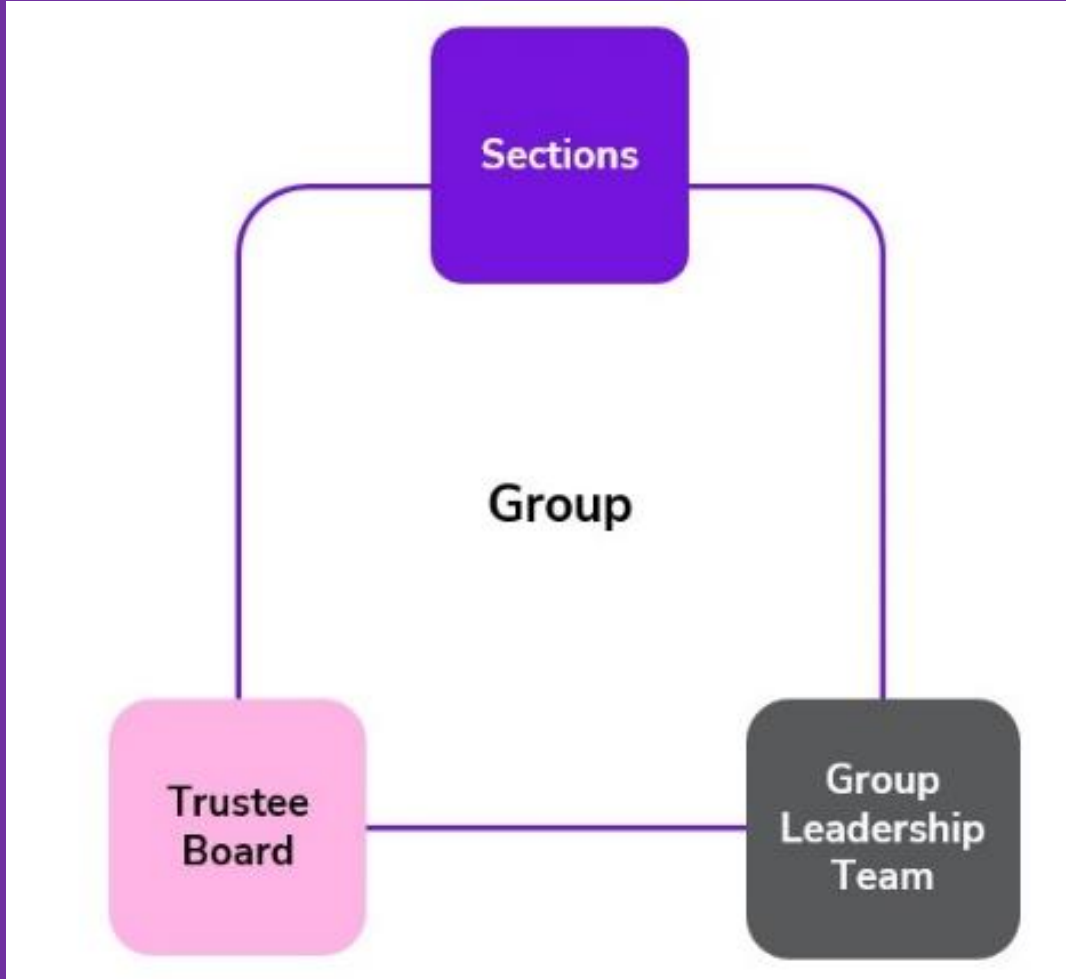
Section Team

Tasks for Team/Allocated Tasks

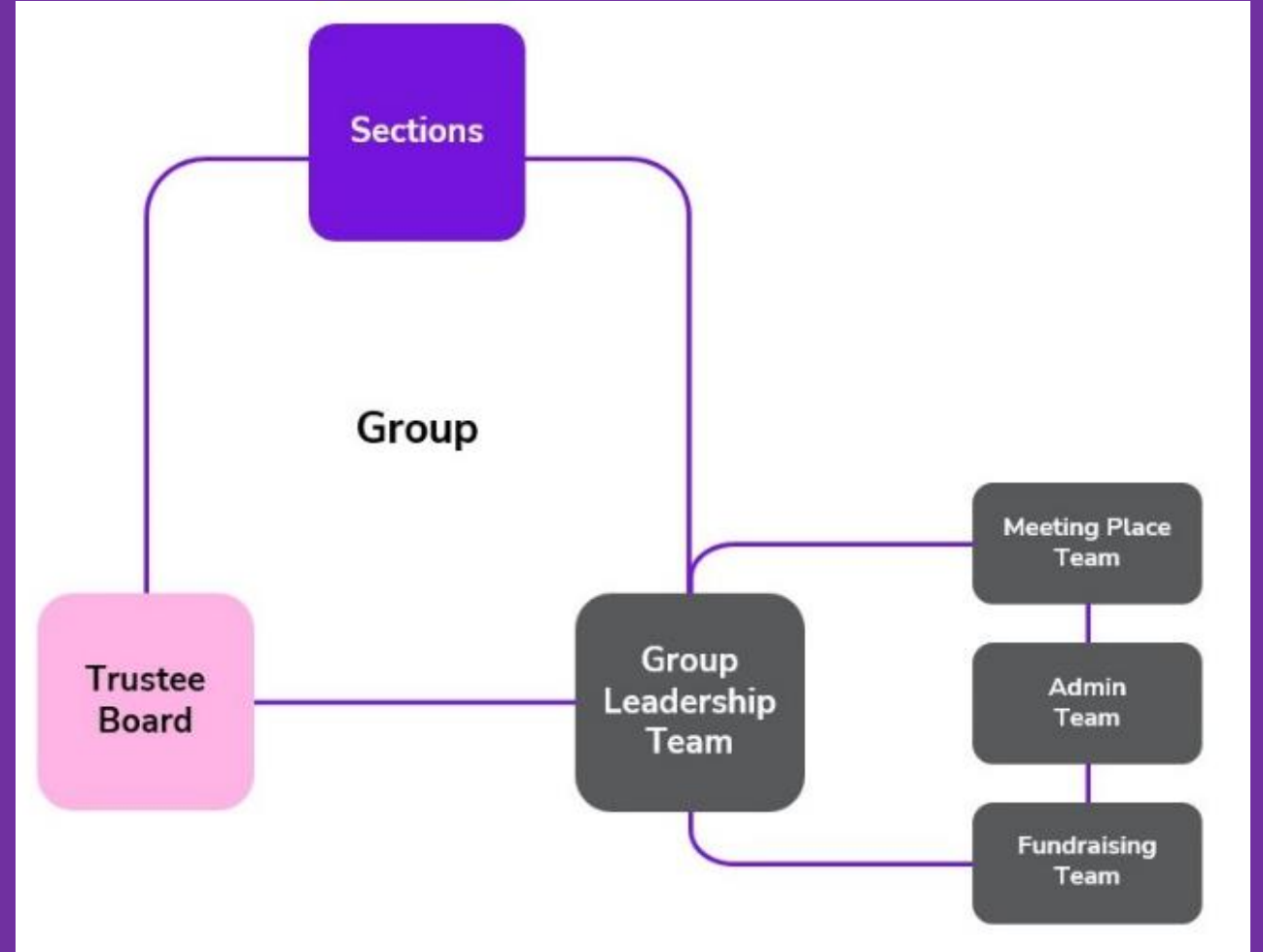
		 Hannah Team Leader	 Tom Team Member	 Mita Team Member	 Jamal Team Member	 Arnold Team Member	 Jess Helper
Tasks for the Whole team	Programme Plan/Delivery	✓	✓	✓	✓	✓	✓
	Creating right culture	✓	✓	✓	✓	✓	✓
	Ensure Safe Scouting	✓	✓	✓	✓	✓	✓
Allocated tasks	Admin	✓		✓			
	Finance					✓	
	Comms		✓	✓			
	Waiting List				✓		
	Camp Plans					✓	
	Catering						✓

Group Team Tasks for Team/Allocated Tasks

		 Hannah Team Leader	 Tom Team Member	 Mita Team Member	 Jamal Team Member	 Arnold Team Member	 Jess Helper
Tasks for the Whole team	Support Group's Sections	✓	✓	✓	✓	✓	✓
	Develop Adult Volunteers	✓	✓	✓	✓	✓	✓
	Ensure Safe Scouting	✓	✓	✓	✓	✓	✓
Allocated tasks	Engage Community	✓		✓			
	Manage Incidents					✓	
	Fundraising Activities		✓	✓			
	Group Comms				✓		
	Manage Equipment					✓	
	Manage Meeting Place						✓



**Group Leadership Team
- without sub teams**



**Group Leadership Team
- with sub teams**



2. Introducing Team Structures & Title Changes – what can you do now!

Understand the changes – 9 min
Pete Jeffrey video

Read the guidance

Groups to shape their new team structures

Hold conversations with volunteers to confirm their role/titles in the team

Identify the skills and tasks your Group/Section Teams are doing well

Identify the skills and tasks that might need more support

When recruiting new volunteers, ask them to:

- help out as “part of a team”
- “support specific tasks

2. Introducing Team Structures & Title Changes – support & resources

[Our fresh approach to volunteering | Scouts](#)

[How volunteers work in teams | Scouts](#)

[Structure of our volunteer teams | Scouts](#)

[Sub-teams | Scouts](#)

[Team descriptions | Scouts](#)

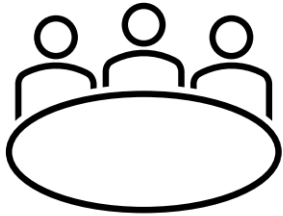
[Setting up and building new teams | Scouts](#)



2. Introducing Team Structures & Title Changes



3. Move to Trustee Boards

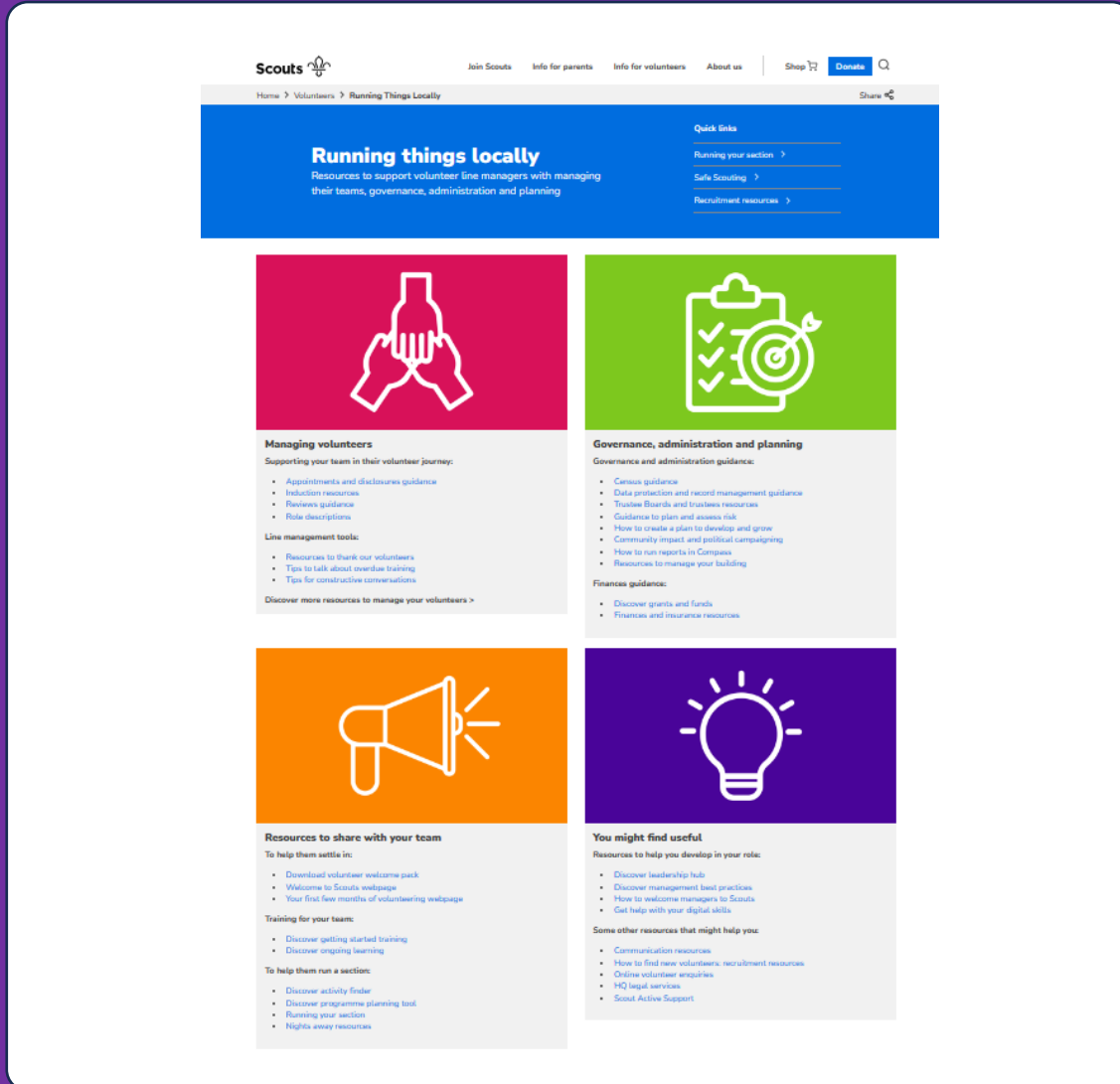


Trustee Boards

Moving from having Executive Committees to having Trustee Boards & Trustees

This will meet the Charity Commissions rules on good practice and allow Trustees to focus on being well managed and having good governance

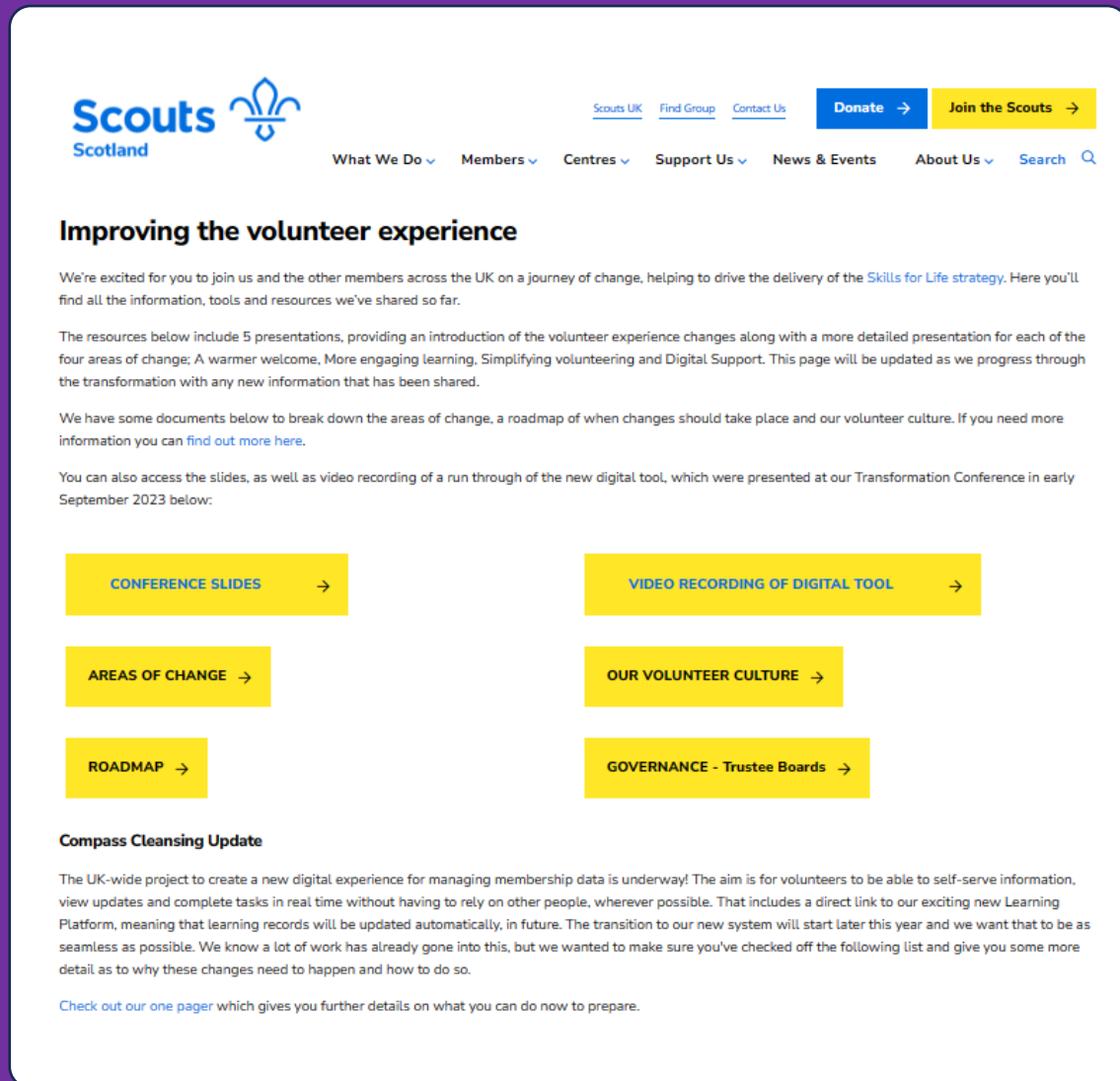
Running Things Locally



- Loads of info...
- ... but easy to access
- This is excellent starting point
- We will zoom in on Trustee Boards

Scottish perspective

- Remember “Scottish Variations”
- Be sure to visit scouts.scot
- See Governance content
- Updates due very soon



The screenshot shows the Scouts Scotland website with a navigation bar and a main content area. The navigation bar includes links for 'Scouts UK', 'Find Group', 'Contact Us', 'Donate', and 'Join the Scouts'. The main content area features a section titled 'Improving the volunteer experience' with several paragraphs of text and a grid of six yellow buttons with right-pointing arrows. The buttons are labeled: 'CONFERENCE SLIDES', 'VIDEO RECORDING OF DIGITAL TOOL', 'AREAS OF CHANGE', 'OUR VOLUNTEER CULTURE', 'ROADMAP', and 'GOVERNANCE - Trustee Boards'. Below this grid is a section titled 'Compass Cleansing Update' with a paragraph of text and a link to a 'one pager'.

Scouts Scotland

Scouts UK Find Group Contact Us Donate → Join the Scouts →

What We Do ▾ Members ▾ Centres ▾ Support Us ▾ News & Events About Us ▾ Search 🔍

Improving the volunteer experience

We're excited for you to join us and the other members across the UK on a journey of change, helping to drive the delivery of the [Skills for Life strategy](#). Here you'll find all the information, tools and resources we've shared so far.

The resources below include 5 presentations, providing an introduction of the volunteer experience changes along with a more detailed presentation for each of the four areas of change: A warmer welcome, More engaging learning, Simplifying volunteering and Digital Support. This page will be updated as we progress through the transformation with any new information that has been shared.

We have some documents below to break down the areas of change, a roadmap of when changes should take place and our volunteer culture. If you need more information you can [find out more here](#).

You can also access the slides, as well as video recording of a run through of the new digital tool, which were presented at our Transformation Conference in early September 2023 below:

- CONFERENCE SLIDES →
- VIDEO RECORDING OF DIGITAL TOOL →
- AREAS OF CHANGE →
- OUR VOLUNTEER CULTURE →
- ROADMAP →
- GOVERNANCE - Trustee Boards →


Compass Cleansing Update

The UK-wide project to create a new digital experience for managing membership data is underway! The aim is for volunteers to be able to self-serve information, view updates and complete tasks in real time without having to rely on other people, wherever possible. That includes a direct link to our exciting new Learning Platform, meaning that learning records will be updated automatically, in future. The transition to our new system will start later this year and we want that to be as seamless as possible. We know a lot of work has already gone into this, but we wanted to make sure you've checked off the following list and give you some more detail as to why these changes need to happen and how to do so.

[Check out our one pager](#) which gives you further details on what you can do now to prepare.


[Transformation \(scouts.scot\)](https://scouts.scot)

Scouts Scotland Summary Page

Governance 

You may have heard there's big changes happening – here's a summary of why we're updating our Governance.

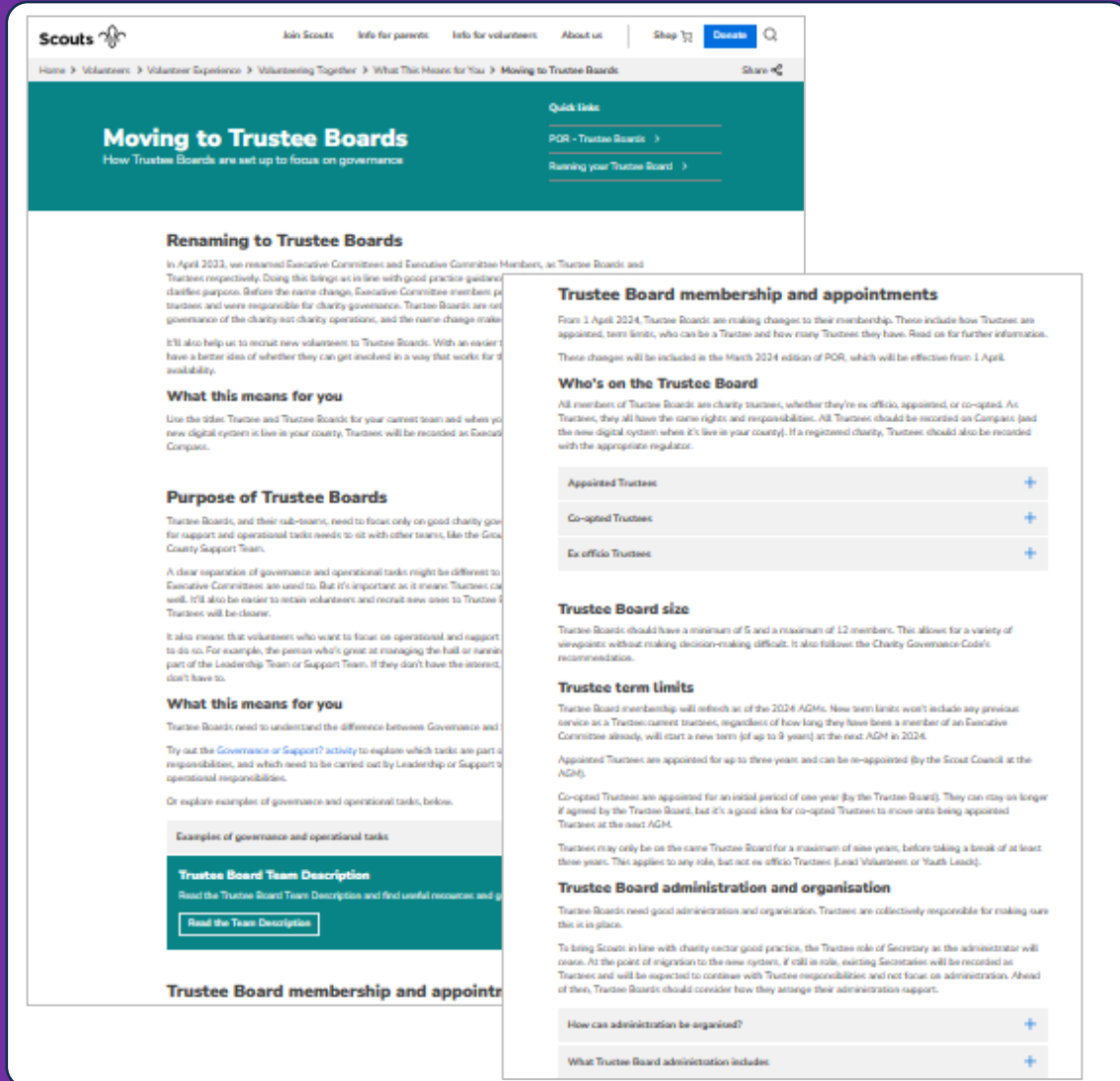
<p>The Change</p> <p>To match the transition to a teams-based approach and current charity regulatory good practice, we're changing:</p> <ul style="list-style-type: none"> • Executive Committees to Trustee Boards • Executive Committee Members to Trustees <p>The purpose of this is to allow Trustees to focus on the role of Governance. Trustee Boards aren't meant to focus on operational tasks such as fundraising or hall management. Their focus is to be a team exercising their responsibilities as (charity) Trustees.</p> <p>When should this happen? It can happen immediately and does not require an AGM to implement. This is already included in Scottish Variations (SV) from POR July 2023.</p>	<p>Trustee Board's Purpose</p> <p>There are clear purpose statements for Trustee Boards to fit with a 'focus on governance' theme. 'Operational' tasks will be managed through Support teams going forward.</p> <p>Why? To focus on ensuring effective governance – the absolute focus of any charity Trustee Board's responsibility and an important part of ensuring the charity focusses on meeting its objectives.</p> <p>When? It can happen immediately and does not require an AGM to implement. This is already included in Scottish Variations from POR July 2023. The latest edition of Scottish Variations from POR, chapter 5 contains the updated 'Trustee Board Purpose'.</p>
<p>Elements of the Trustee Board</p> <p>Being confident that:</p> <ul style="list-style-type: none"> • young people are meaningfully involved in decision making at all levels • there are sufficient resources (funds, people, property and equipment) available to meet the planned work of the Group, District or Region • the Scouts has a positive image in their local community <p>Managing Risk:</p> <ul style="list-style-type: none"> • developing and maintaining a risk register, including putting appropriate mitigations in place <p>Ensuring that:</p> <ul style="list-style-type: none"> • the charity's finances are properly managed and appropriately budgeted • effective administration is in place to support the work of the Trustee Board 	<p>Trustee Membership</p> <p>Good practice is a Board of 5 - 12 trustees. These are usually a combination of ex-officio, appointed and co-opted trustees. Ex-officio is a Lead Volunteer at Group, District or Regional level. The Trustee Board will initiate a selection process to identify a Chair, Treasurer and appointed Trustees.</p> <p>When will it take effect? From the first AGM following transition for each Group, District and Region. Mostly, this will be during 2024 (some may be in early 2025). The purpose of the Trustee Board is the vital change, so we have approached Trustee Board sizing as a second stage.</p> <p>When will this be in POR? October 2023 edition – chapter 5 will reflect the revised membership criteria. But this part of chapter 5 does not come into effect until the first AGM after transition for each Group, District, Region.</p>
<p>Other Considerations</p> <ul style="list-style-type: none"> • Current Secretary roles will no longer be Trustees. They will be replaced by Trustee Board administration roles. • Length of term for appointed and co-opted members – up to 3 years with further appointments to the Trustee Board not exceeding 9 years in total. • Wherever possible every Group, District and Region should have at least two members (Trustees) aged 18-25. • The recommended quorum for Trustee Board 'one third of members plus one'. • Trustee Declarations will be built in to the new membership system. • You should re-adopt the model constitution from (SV) POR at each AGM and record this in the Minutes. 	

You can read more about POR and Governance over on our website. 

- A great 1-page summary
- All Trustee Boards should be aware
- Sound basis for discussion / planning
- Full roll-out awaiting Transformation

[governance-one-pager.pdf \(scouts.scot\)](#)

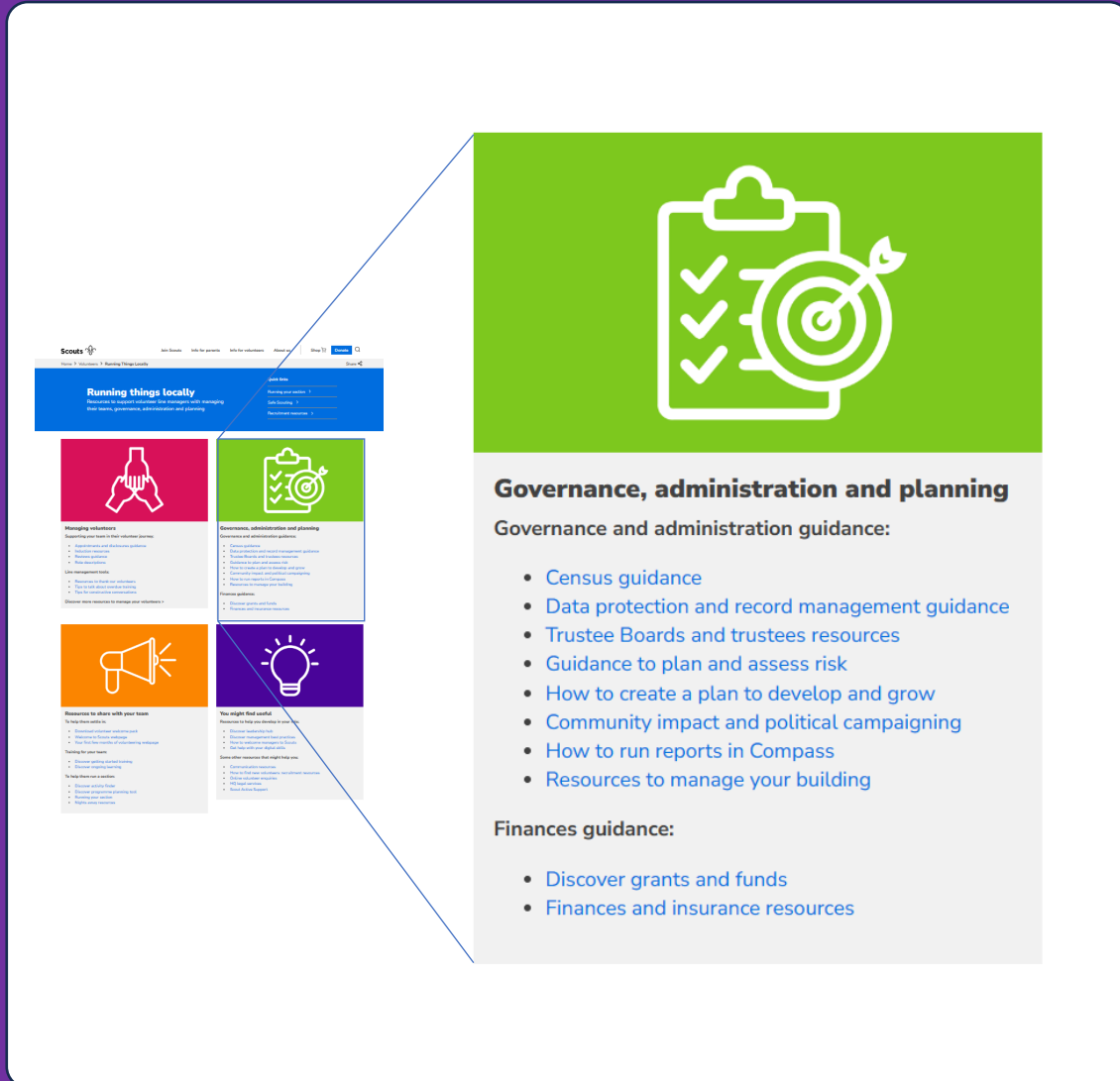
Trustee Board changes



The screenshot shows a web page with a green header and a main content area. The header includes the Scouts logo and navigation links. The main content area has a title 'Moving to Trustee Boards' and a subtitle 'How Trustee Boards are set up to focus on governance'. Below this, there are sections for 'Renaming to Trustee Boards', 'Purpose of Trustee Boards', and 'Trustee Board membership and appointments'. The 'Trustee Board membership and appointments' section includes a table with three rows: 'Appointed Trustees', 'Co-opted Trustees', and 'Ex officio Trustees', each with a plus sign in a blue box to its right. Below the table, there are sections for 'Trustee Board size', 'Trustee term limits', and 'Trustee Board administration and organisation'. At the bottom, there are two more rows with plus signs in blue boxes: 'How can administration be organised?' and 'What Trustee Board administration includes?'. A 'Trustee Board Team Description' section is also visible, with a 'Read the Team Description' button.

- Scouts.org.uk has more detail...
- Name
- Purpose
- Separation of duties
- Who?
- How many?
- How long?
- Administration (Secretary role)

Support for running your Group



The image shows a screenshot of the 'Running things locally' website. A callout box highlights the 'Governance, administration and planning' section, which includes the following content:

Governance, administration and planning
Governance and administration guidance:

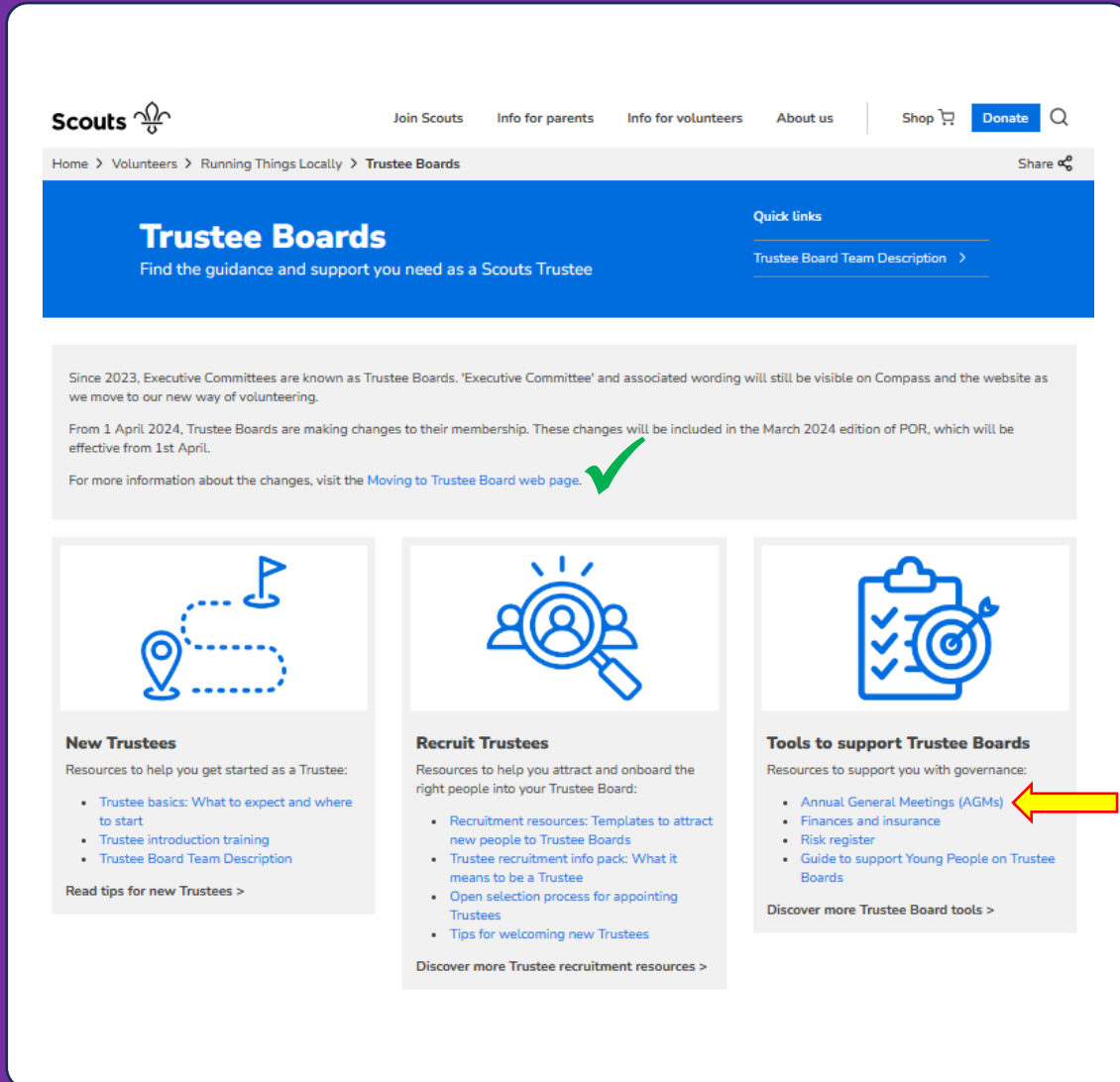
- [Census guidance](#)
- [Data protection and record management guidance](#)
- [Trustee Boards and trustees resources](#)
- [Guidance to plan and assess risk](#)
- [How to create a plan to develop and grow](#)
- [Community impact and political campaigning](#)
- [How to run reports in Compass](#)
- [Resources to manage your building](#)

Finances guidance:




- [Discover grants and funds](#)
- [Finances and insurance resources](#)


- **Governance**
- **Administration**
- **Managing risk**
- **Planning**
- **Buildings**
- **Finances**
- **Insurance**
- **Trustee Boards**

Guidance for Trustee Boards



The screenshot shows the Scouts Trustee Boards website page. The header includes the Scouts logo, navigation links (Join Scouts, Info for parents, Info for volunteers, About us), a Shop icon, a Donate button, and a search icon. The breadcrumb trail is Home > Volunteers > Running Things Locally > Trustee Boards. The main heading is "Trustee Boards" with the subtext "Find the guidance and support you need as a Scouts Trustee". A "Quick links" section contains a link to "Trustee Board Team Description". A text block explains that since 2023, Executive Committees are known as Trustee Boards, and from 1 April 2024, changes to membership will be effective. A green checkmark is next to the text "For more information about the changes, visit the Moving to Trustee Board web page." Below this are three main sections: "New Trustees" (resources to help get started), "Recruit Trustees" (resources to attract and onboard), and "Tools to support Trustee Boards" (resources to support governance). A yellow arrow points to the "Annual General Meetings (AGMs)" link in the "Tools to support Trustee Boards" section.

Scouts  Join Scouts Info for parents Info for volunteers About us | Shop  Donate 

Home > Volunteers > Running Things Locally > Trustee Boards 

Trustee Boards


Find the guidance and support you need as a Scouts Trustee

Quick links

[Trustee Board Team Description](#) >

Since 2023, Executive Committees are known as Trustee Boards. 'Executive Committee' and associated wording will still be visible on Compass and the website as we move to our new way of volunteering.

From 1 April 2024, Trustee Boards are making changes to their membership. These changes will be included in the March 2024 edition of POR, which will be effective from 1st April.

For more information about the changes, visit the [Moving to Trustee Board web page](#). 

New Trustees

Resources to help you get started as a Trustee:

- [Trustee basics: What to expect and where to start](#)
- [Trustee introduction training](#)
- [Trustee Board Team Description](#)

[Read tips for new Trustees](#) >

Recruit Trustees


Resources to help you attract and onboard the right people into your Trustee Board:

- [Recruitment resources: Templates to attract new people to Trustee Boards](#)
- [Trustee recruitment info pack: What it means to be a Trustee](#)
- [Open selection process for appointing Trustees](#)
- [Tips for welcoming new Trustees](#)

[Discover more Trustee recruitment resources](#) >

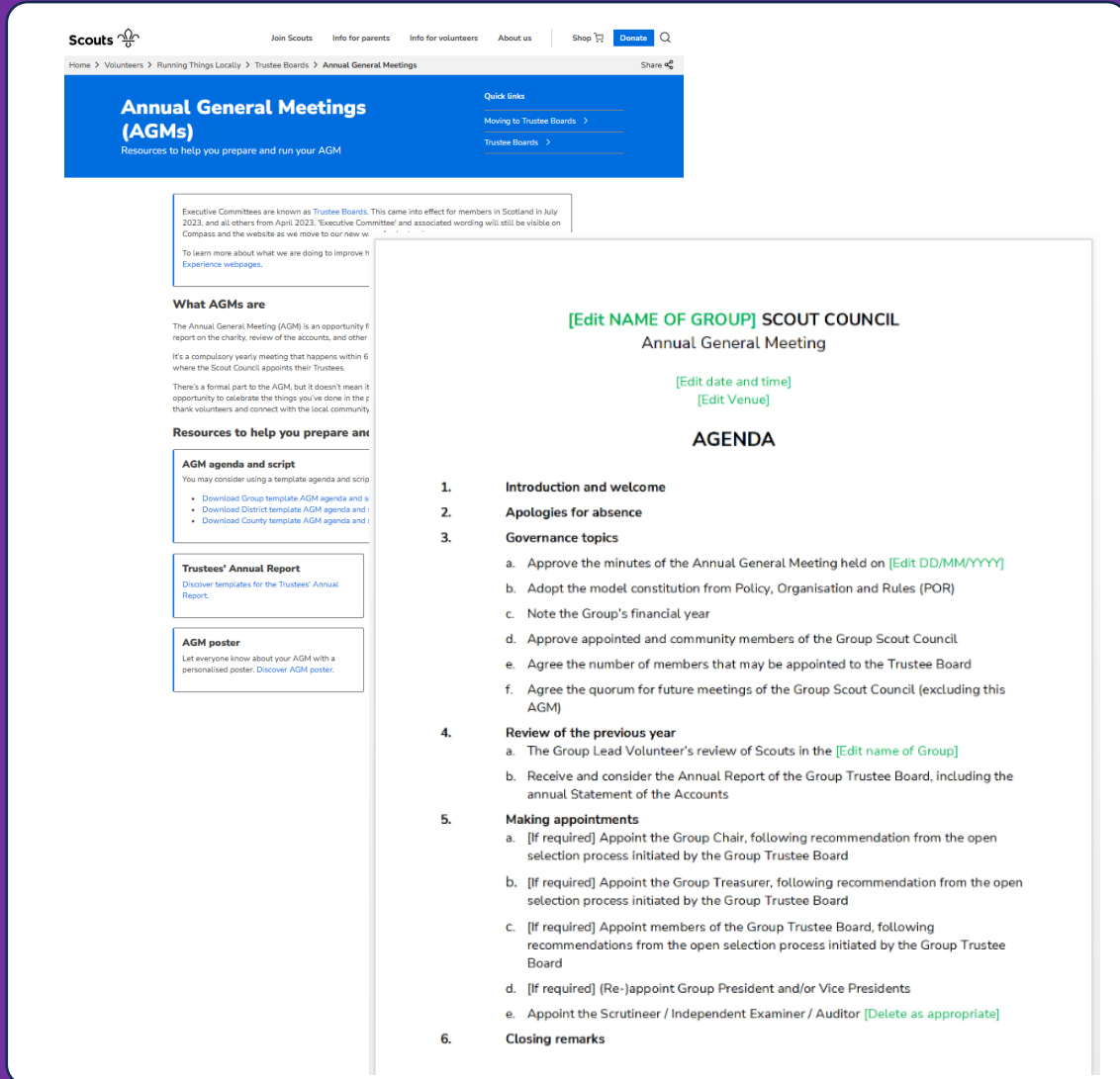
Tools to support Trustee Boards

Resources to support you with governance:

- [Annual General Meetings \(AGMs\)](#) 
- [Finances and insurance](#)
- [Risk register](#)
- [Guide to support Young People on Trustee Boards](#)

[Discover more Trustee Board tools](#) >

- Trustee recruitment / selection
- Trustee induction
- How to run Trustee Board
- Risk (increased focus)
- Finance
- Youth involvement
- Annual General Meetings ...



The screenshot shows the Scouts website's 'Annual General Meetings (AGMs)' page. The page is divided into two main sections. The left section contains informational text and links:

- What AGMs are:** Explains that the AGM is a compulsory yearly meeting where the Scout Council appoints Trustees.
- Resources to help you prepare an AGM:** Includes links to download AGM agenda and script templates (Group, District, and County), Trustees' Annual Report templates, and AGM posters.

The right section displays a template agenda for a Scout Council AGM:

[Edit NAME OF GROUP] SCOUT COUNCIL
Annual General Meeting

[Edit date and time]
[Edit Venue]

AGENDA

- 1. Introduction and welcome**
- 2. Apologies for absence**
- 3. Governance topics**
 - a. Approve the minutes of the Annual General Meeting held on [Edit DD/MM/YYYY]
 - b. Adopt the model constitution from Policy, Organisation and Rules (POR)
 - c. Note the Group's financial year
 - d. Approve appointed and community members of the Group Scout Council
 - e. Agree the number of members that may be appointed to the Trustee Board
 - f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
- 4. Review of the previous year**
 - a. The Group Lead Volunteer's review of Scouts in the [Edit name of Group]
 - b. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
- 5. Making appointments**
 - a. [If required] Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
 - b. [If required] Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
 - c. [If required] Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
 - d. [If required] (Re-)appoint Group President and/or Vice Presidents
 - e. Appoint the Scrutineer / Independent Examiner / Auditor [Delete as appropriate]
- 6. Closing remarks**

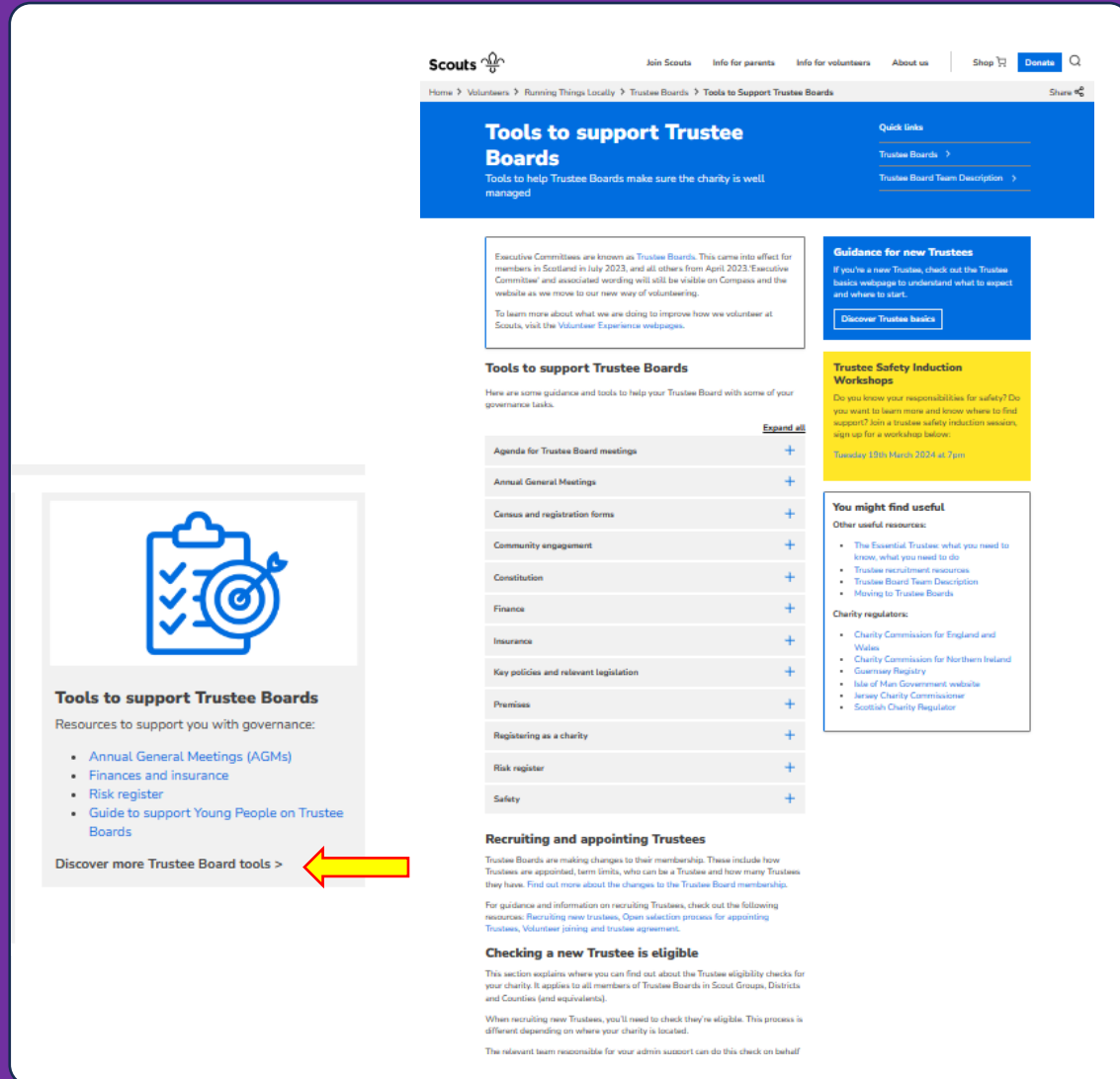
AGM Guidance

- Take time to prepare / choreograph
- Use the templates / script
- Implement changes:
 - Membership
 - Constitution
 - Secretary / admin arrangements
- Scottish templates due very soon

[Annual General Meetings | Scouts](#)

[group-template-agm-agenda-script-and-timelines-mar-2024.docx \(live.com\)](#)

Tools for Trustee Boards



The screenshot shows the Scouts website page for 'Tools to support Trustee Boards'. The page features a navigation menu at the top with links for 'Join Scouts', 'Info for parents', 'Info for volunteers', 'About us', 'Shop', and 'Donate'. The main heading is 'Tools to support Trustee Boards' with a sub-heading 'Tools to help Trustee Boards make sure the charity is well managed'. There are several sections of content:

- Executive Committees and Trustee Boards:** A text block explaining that Executive Committees are now known as Trustee Boards, effective from July 2023.
- Guidance for new Trustees:** A blue box with a 'Discover Trustee basics' button.
- Trustee Safety Induction Workshops:** A yellow box with information about safety workshops, including a date and time: 'Tuesday 13th March 2024 at 7pm'.
- Tools to support Trustee Boards:** A list of resources with expandable sections:
 - Agenda for Trustee Board meetings
 - Annual General Meetings
 - Census and registration forms
 - Community engagement
 - Constitution
 - Finance
 - Insurance
 - Key policies and relevant legislation
 - Premises
 - Registering as a charity
 - Risk register
 - Safety
- You might find useful:** A section with 'Other useful resources' and 'Charity regulators' lists.
- Recruiting and appointing Trustees:** A section with text about membership changes and recruitment resources.
- Checking a new Trustee is eligible:** A section explaining eligibility checks for Trustees.

On the left side of the screenshot, there is a separate box with a clipboard icon and the heading 'Tools to support Trustee Boards'. It lists resources to support governance: Annual General Meetings (AGMs), Finances and insurance, Risk register, and Guide to support Young People on Trustee Boards. A yellow arrow points to a link that says 'Discover more Trustee Board tools >'.

- Practical advice
- Reference materials
- Training / induction
- Eligibility checks
- Templates
- Key policies
- Useful links
 - Internal (eg POR)
 - external (eg OSCR)



The screenshot shows the OSCR (Scottish Charity Regulator) website. The top navigation bar includes links for 'About Us', 'Contact Us', 'Search', and 'Sign in to OSCR Online'. Below this, there are links for 'About Charities', 'Becoming A Charity', 'Managing A Charity', 'Raise A Concern', and 'Guidance And Forms'. The main content area features a 'LATEST NEWS' section with several articles, including 'More help available for charities as cyber threats persist', 'Five tips to improve your charity's cyber safety and security', 'Coming soon: changes to charity law and the way we regulate', 'Does your charity own land and property in Scotland?', and 'Latest version of the Sector Overview Report now available'. The featured article is titled 'Coming soon: changes to charity law and the way we regulate' and is dated 23 Feb 2024. Below the article is a 'Checklist for charity trustees - protecting charitable status' with sections for General, Constitution, Governance and administrative arrangements, and Public benefit. Each section contains a list of questions with checkboxes for responses.

- Great info source for trustees
- Useful resources (eg trustee checklist)
- Reporting / notification requirements
- Charities (Regulation and Administration) (Scotland) Act 2023 (implemented 2024 / 2025)
- Even useful for non-charity Groups

[OSCR | Coming soon: changes to charity law and the way we regulate](#)

3. Move to Trustee Boards – what you can do now! Key Talking Points for your Trustee Boards



- Running things locally post-Transformation
- The Scottish perspective
- Scouts Scotland Summary Page
- Reprise of Trustee Board Changes
- Impact on Governance and Administration
- Guidance and support for Trustee Boards
- AGM guidance

[Running things locally | Scouts](#)

[Transformation \(scouts.scot\)](#)

[governance-one-pager.pdf \(scouts.scot\)](#)

[Moving To Trustee Boards | Scouts](#)

[Running things locally | Scouts](#)

[Trustee Boards | Scouts](#)

[Annual General Meetings | Scouts](#)

[group-template-agm-agenda-script-and-timelines-mar-2024.docx \(live.com\)](#)



- [Tools to support Trustee Boards](#)
- [Office of the Scottish Charities Regulator](#)
- [Trustee Board Webinar](#)
- [POR Scottish Variations](#)
- [Model \(Scottish\) Group Constitution](#)

[Tools to support Trustee Boards | Scouts](#)

[OSCR | Coming soon: changes to charity law and the way we regulate](#)

[checklist-for-charity-trustees-protecting-charitable-status.pdf \(oscr.org.uk\)](#)

[Trustee Board Membership Changes Webinar | Events | Scouts](#)

[Scottish POR | Scouts Scotland](#)

[july-2023-scottish-variations-group-constitution-template.docx \(live.com\)](#)



3. Move to Trustee Boards



4. Improve our current District Appointments Panels (not covered tonight)



Outcomes of these Changes:

These changes will make volunteering easier and more fun, so that:

- We recruit more volunteers and retain current ones.
- Volunteering at Scouts feels rewarding for everyone.
- We consistently and safely deliver a better programme.
- We make sure that more young people are gaining Skills for Life.





**Thank
you**

