	Gasóga na hÉireann / Scouting Ireland			
	No.: 1	Issued: December 2022	Amended: N/A	Next Review Date: September 2023
	Category: National Youth Representative Support Team – Terms of Reference			
	Office of the Chief Scout – National Youth Representative Support Team			
	Related Documents: National Youth Representatives - Terms of Reference			

Revision	Date	Description
1	September 2022	Draft Proposal of TORs

Description

• The National Youth Representative Support Team provide facilitation, support and guidance to the National Youth Representatives. The National Youth Representatives are a group of 19 youth members (six Scouts, six Venture Scouts, seven Rover Scouts) elected at the National Youth Forum.

• Members of the National Youth Representative Support Team can choose to specialise in the Scout, Venture or Rover National Youth Representative Section and provide focused support to that section of National Youth Representatives.

Duration of Term:

• Open Call Release: December 2022
• Open Call Closure: January 2022
• Training Period Start: February 2023
• Commencement of Term: March 2023
• Termination: March 2024 - this date is subject to change and is dependent on the date of the 2024 National Youth Forum.
• There will be an annual open call for the National Youth Representative Support Team.

Aims of the Team:

The National Youth Representative Support Team aims are as follows:

1. Work with the Chief Scout to ensure a youth voice is present in all relevant discussions.

2. Research and communicate opportunities for the National Youth Representatives and encourage National Youth Reps to represent the youth of Scouting Ireland externally.
3. Assist the National Youth Reps in their progress related to the motions passed at the National Youth Forum.
4. Ensure terms of references are accessible to Youth Members.
5. Be a youth advocate and assist in the personal capacity building of the National Youth Representatives.
6. Assist in youth empowerment across Scouting Ireland, by supporting Subcommittees, the Board, Department Core Teams, and Project Teams as needed.
7. Provide support and advice in developing and maintaining youth empowerment structures on a group, county, provincial and national level.

Accountability

• All National Youth Representative Support Team members will be accountable to the Team Lead. The Team Lead will be accountable to the Chief Scout.
• National Youth Representative Support Team members must adhere to the standard code of conduct and will receive a Letter of Appointment. The budget will be worked in conjunction with the Chief Scout to be approved by the Board of Directors.

Reviews

Reviews will be conducted every six months in conjunction with the Team Lead and submitted to the Chief Scout for consideration.

Assigned Duties

1. Help the National Youth Representatives in communications, proofreading and administration where applicable.
2. Assist the National Youth Representatives in the organising of the National Youth Assembly and the National Youth Forum.
3. Monitor the National Youth Representative social media accounts.
4. Provide training to the National Youth Representatives.
5. Support and communicate with Provincial Youth Programme teams, County Youth Programme teams, County Youth Representatives, and Provincial Youth Representatives as needed.
6. Other duties that may arise relevant to this group.

Meetings

• The National Youth Representative Support Team will meet with the National Youth Representatives a minimum of six times a year.
• The National Youth Representative Support Team will meet a minimum of four times a year to review the progress and support needs of the National Youth Representatives.
• There will be a training month before working directly with the newly elected National Youth Representatives. This training period will involve at least one handover meeting with the previous support team.
• The National youth representatives support team will be given the option to meet with their predecessors and successors for handover meetings.

Supports

• The National Youth Representative Support Team will be given specific training on aspects of the function of the team [this will be given in conjunction with the outgoing reps].
• In addition, the team will get regular support from the Chief Scout. At the completion of their term, the members will be debriefed on their experiences to help shape future National Youth Representative Support Teams.
• A National Youth Representative Support Team Lead will be appointed by open call to help support members of the team.

Additional Information

• Meetings will be conducted online and in-person as appropriate.
• Team structure and roles will be decided by the support team alongside the Chief Scout.
• The Chief Scout may request additional duties to be assigned to the national youth representatives support team. The terms of reference can be subject to change by the Chief Scout and National Youth Representative Support Team.
• Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles.
• All individuals appointed will be required to complete and agree to a verification process.
• The Scouting Ireland Financial Handbook must be adhered to.
• The work of the team must support Scouting Ireland's Strategy .
• The work of the team must not compromise the companies risk register.
• The work of the team must be in line with good governance.

Measurables

• Hold one National Youth Forum and one National Youth Assembly in conjunction with all relevant departments and project teams.
• Research, organise and support the National Youth Representatives in their participation of externally representing
• Adhere to the budget approved by the Board of Directors.