	Gasóga na hÉireann / Scouting Ireland			
	Document No: VGS-NAPT-001	Issued	Amended:	Next Review Date:
	Title: National Assembly Proposal Review Project Team			
	Department: Volunteer & Group Support			
	Category: National Assembly			
	Related Documents:			
Revision	Date	Description		

1. **Description:**
2. The National Assembly of Scouting Ireland is a gathering of the Scouting Community within Ireland. The National Assembly held annually at a date set out by the Volunteer & Group Support Department in consultation with the Board of Scouting Ireland.
3. While the AGM focuses on the business of the company of Scouting Ireland, the National Assembly shall focus on the development of the 'movement' of Scouting.
4. It shall provide a forum for Youth Members and Scouters, through their Scout Groups, to make proposals for consideration by those responsible within Scouting Ireland.
5. This may include the Departments, Board of Directors, Project Teams, Lead Volunteers, and members of staff.

Scouting Ireland is a youth led movement, and proposals are strongest when they reflect the **views and experiences of young people**. When drafting a proposal, Groups should consult the young people in their Section, Group, or relevant youth forum where possible. They must consider how the proposal reflects young people's needs, interests, and challenges and ensure that the proposal supports youth participation, empowerment, and a quality programme. The proposal must demonstrate that the views of their youth members clearly reflected in the proposal thereby strengthening its relevance, credibility, and delivering a positive impact.

Proposals should:

- Provide give **clear direction as to the desired outcome,** while allowing for flexibility in implementation.
- Demonstrate that consideration to resourcing and capacity incorporated in determining the desired timeline for delivery.
- Describe the current situation and identify the gap, challenge, or improvement needed.
- Where possible, use plain language and avoid jargon.

- Avoid overly detailed operational complaints or vague concerns with no clear outcome Strong proposals clearly state **who benefits and how**.
- Proposals must highlight the potential benefits for young people, Scout Groups, and volunteers as well as the potential your proposal has for benefitting Scouting Ireland overall.

6. **Appointment:**

The National Assembly Proposal Review Project Team is appointed through an Open Call or Expression of interest for members issued in the National Mailing of Scouting Ireland. This role is a volunteer appointment and is dependent on successful completion of the Scouting Ireland verification process. Their Garda Vetting/Access NI clearance and safeguarding requirements must remain valid for the duration of the appointment.

The appointment is subject to approval by the Volunteer & Group Support Core Chair and Department Manager.

The National Assembly Proposal Review Project Team shall not hold any appointment within Scouting Ireland that may cause a conflict of interest as a member of this Team

7. **Appointment Term**

The appointment term is three years (36 Months) with a review after 18 months. An “Open Call” or “Expression of Interest” shall be called at 33 Months for the new National Assembly Proposal Review Project Team. A Scouter with the Appointment of National Assembly Proposal Review Project Team may serve a maximum of two consecutive terms of appointment, (36 months X 2).

8. **Overview**

The National Assembly Proposal Review Project Team is a key volunteer role within Scouting Ireland, responsible for overseeing the National Assembly Proposals and ensuring timelines as set out in the National Assembly Standing Orders, are followed.

9. **Member Of**

   a. National Assembly Proposal Review Project Team

10. **Member Of the National Assembly Proposal Review Project Team shall be**

    1. National Assembly Proposal Review Project Team
    2. Chief Scout
    3. Staff Support from Scouting Ireland

11. Primary Responsibilities

- Teamwork: Support effective team functioning by committing to working in a collaborative manner with team members
- Accountable for their actions to Scouting Ireland as a Project Team Member
- Teamwork: Support effective team functioning by committing to working in a collaborative manner with team members
- Active Communication: Communicate clearly sharing information openly, express ideas clearly and committed to understanding other points of view
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- Reporting: Produce regular updates and reports for the National Assembly Project Team Lead and V&GS Department & Core Chair.
- Stakeholder Collaboration: Work closely with partners to deliver a high-quality National Assembly.
- Performance & Support: Contribute to a high-performing team environment through collaboration effective communication, time management and ongoing commitment to the role Decision Making – exercise sound judgement and critical thinking in reviewing Proposals, offering constructive recommendations for revision to Groups

12. Qualifications & Skills

- Experience working as member of a team.
- Effective communication, and collaboration skills.
- Ability to motivate, support, and guide fellow team members.
- Demonstrable comprehensive knowledge and understanding of Scouting Ireland Policies and Constitution.

13. Accountable to, Supports and Supported by:

Volunteer & Group Support Department Manager/Head of Department & Core Team Chair, National Assembly Project Team Lead

14. Works with:

a. Volunteer & Group Support Manager/Head of Department,
b. Volunteer & Group Support Core Chair,
c. National Assembly Co-Chair
d. National Assembly Secretary
e. Departments of Scouting Ireland,
f. Communications Officer
g. Staff in Scouting Ireland departments.
h. Scouting Ireland Support Staff.

15. Key Competencies:

a. Should have excellent communication skills, both written and oral.
b. Reliability and Accountability
c. Be a Team Player
d. Promote a collaborative and positive culture within the Team
e. Excellent organisational skills.
f. Understanding of the National Assembly Proposal system
g. Strong IT skills.
h. Analytical thinking, emotional intelligence and adaptability
i. Ability to carry out works as delegated to them and meet deadlines

16. Communication

All National Assembly related information must be securely stored in a facility approved by Scouting Ireland. A scouts.ie email shall be made available for the purpose of communication with Scout Groups.

17. Code of Conduct:

https://issuu.com/scoutingireland/docs/project-team-verification-form-2020_3a1af7beefbea8

https://issuu.com/scoutingireland/docs/code-of-conduct-for-members-of-scou_63dae80092b11d

18. Termination of Appointment

a. The term of appointment of the National Assembly Proposal Review Project Team will be completed after 36 months from date of appointment.
b. The Volunteer and Group Support Core Team are the only body who have the authority to remove an appointment to the National Assembly Proposal Review Project Team, in accordance with Scouting Ireland's policies and procedures.
c. Termination of appointment shall occur
    i. On resignation of appointment,
    ii. By mutual agreement.
    iii. On completion of the term of office.
    iv. Where the Scouter is non-compliant with Scouting Ireland Safeguarding or Garda Vetting/Access NI Policy