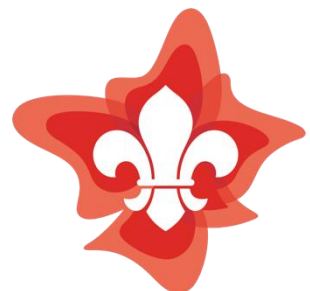


# **ROVER SCOUTS** **VICTORIA**

## **Rover Scouts Victoria** **Subcommittee** **Policy Book**

Adopted by the Victorian Rover Council 20/06/2020



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## DEFINITIONS

AGM	Annual General Meeting
Ex-officio	A member of a committee who is part of it by virtue of holding another office
Quorum	The minimum attendance at a meeting to make the proceedings of that meeting valid
Organisational structure	Defines the leadership structure of a subcommittee as well as the positions that make up the committee
Rover Advisers	See Scouts Australia's document 'Position Description for Rover Adviser'
SCRS	State Commissioner for Rover Support
Subcommittee members	All members of a subcommittee, as defined by the subcommittees organisational structure
Subcommittees major event	For event subcommittee's this is the main event that they plan for and hold. For assets and RSM this is their main 'Season'
VRC	Victorian Rover Council

## INTRODUCTION

Subcommittees should ensure they create a safe and positive environment for both Subcommittee members and participants by adhering to the policies of Scouts Victoria and Rovers Victoria, some of which are listed below.

This document contains the policies and guidelines pertaining to Victorian Rover Council (VRC) Subcommittee operations that have been adopted by the VRC. Any change to the policies within this document must be tabled and voted on at a meeting of the VRC.

Subcommittees shall have their own policy book. Amendments to a Subcommittee's own policy book can be made provided the amendment is tabled (one month prior) and voted on at that Subcommittee's general meeting. Amendments to a Subcommittee's policy book must also be ratified by the VRC.

It is the responsibility of the Secretary of the VRC to ensure this document remains up to date with each revision. This document should be made widely available to members of the Rover Scout section by being published on the Victorian Rover Website.

Some Scouts Victoria and Scouts Australia Policies for further reference are listed here. See the Scouts Victoria and Scouts Australia website for the most up to date policies:

- Drugs & Alcohol
- Adult Code of Conduct
- Code of Ethics
- Conflict of Interest
- Inappropriate Conduct
- Privacy Policy
- Child Protection
- Social Media
- Guns & Firearms
- Work Health & Safety
- Bullying & Harassment
- Membership Policy

## **SUBCOMMITTEE ORGANISATION**

All subcommittee members are to be Rovers under 26 years of age until the completion of the Subcommittee's Annual General Meeting (AGM). Where a suitable candidate that meets these requirements cannot be found during the AGM, an exemption can be made.

It is essential to have Rover Advisers in every Subcommittee who are nominated by the Subcommittee and endorsed by State Commissioner for Rover Support (SCRS). A committee may present suitable candidates for appointment to such a position at its AGM.

Subcommittees shall have a defined organisational structure in their policy document, which specifies all Subcommittee positions, departments including their composition (where applicable), the Subcommittee executive composition, and the number of committee members. Each position must have an accompanying position description.

Where a Subcommittee requires additional non-Rover support the Subcommittee may add these roles to its standard committee structure and have it ratified by VRC. The SCRS and the Chairman of the VRC, or their delegate, shall be considered members of each Subcommittee's executive "ex-officio".

## **VRC REPORTING**

Subcommittees shall ensure that a representative, either the Chairman or executive member, attends each VRC meeting to present a report and to answer questions. A written report detailing the current activities of the Subcommittee, major proposals and current financial statement shall be forwarded to the VRC Secretary for inclusion in the VRC agenda on or before the third Wednesday in the month. Where a Subcommittee has nothing to report, a note confirming this and indicating current bank balances shall suffice.

The Subcommittee shall prepare a budget for each year's activities and submit it to the VRC at the date specified in the Annual Operating Schedule. Departures from the Budget should be tabled at the VRC and a short explanation of the circumstances given.

## ANNUAL GENERAL MEETINGS

Subcommittees shall have an Annual General Meeting as soon as practical after the completion of its major event. The AGM will be open to all Rovers, and must be advertised through the communication channels for all regions, the Rover weekly newsletter, and at the VRC table at least two months prior to the date of the AGM. Additionally, the AGM should be advertised at events.

## AGM CONTENT

At AGM's, Subcommittees shall report on:

- The financial position of the event
- Attendance of the events or assets, including:
  - Breakdowns of units (by seasons where relevant)
  - Scouting sections attendance
    - Including separating open day numbers
  - Non-Scouting attendance
  - In all cases, a comparison to previous year
- Incidents that have occurred
- Current risk statuses, open risks, and their mitigation strategies
- Feedback received to date
- Department reports, including recommendations for the incoming committee based on experience and feedback
  - The suggested template being 'What worked', 'What didn't work', and 'Recommendations'

## ELECTIONS

Committee members required by the Subcommittee shall be elected at the AGM. Any eligible Rover present may be nominated for any position at the AGM.

If a Rover is nominated who is not in attendance, written confirmation of acceptance of the nomination must be provided prior to election.

Where a Subcommittee considers prior experience to be important, or a vote is required to elect a candidate, the person should give a short description of their experience.

Unless otherwise stated in a Subcommittee's Policies (operating guidelines), voting at an AGM is on the basis of a maximum of two votes per unit in attendance.

The requirements for a quorum at an AGM shall be defined in the Subcommittee's Policy book.

The VRC Chairman, or their delegate, should conduct the elections. Where numbers are insufficient for two votes per unit, the VRC chairman or their delegate may veto this requirement provided this decision is noted in the minutes.

## **RISK MANAGEMENT**

Subcommittees must adhere to the 'Risk Management Committee' policy located in the Victorian Rovers Policy Book and to the relevant minimum requirements that are set out in Scouts Victoria and Scouts Australia Risk Management guidelines.

## **BUDGETING AND FINANCIAL RECORD KEEPING**

Subcommittees shall be responsible for administering their budgeting, finances, and financial record keeping.

Subcommittees must ensure their finances and budgeting adhere to the policies as set out in the VRC Financial Management Policy Book, along with any relevant Scouts Victoria and Scouts Australia financial guidelines.

Subcommittees shall reference the Annual Operating Schedule set out in this document for the expected dates for presenting budgets, presenting financials to the VRC Treasurer, and holding an AGM. Budgets and AGM financial reports must be sent to [budgets@vicrovers.com.au](mailto:budgets@vicrovers.com.au).



## COMMITTEE CONDUCT GUIDELINES

The Committee Conduct Guidelines are the responsibility of the Rover in Charge to enforce. In the case whereby there is a breach; the Rover Adviser shall enforce them. In an extreme case, it is to be enforced by the State Commissioner / Assistant State Commissioners.

1. Any committee members that are rostered on for duty are not to be intoxicated
2. Where practicable, major event committees should have a separate area for their members to relax which is a significant distance away from their headquarters office.
3. Events / scheduled activities should have a roster of staffing requirements for the duration of the activity.
4. There must be adequate rest periods between shifts for all members rostered on duty.
5. A member has the right to declare that they are unable to work due to fatigue. It is the responsibility for the Rover in Charge to re-assign duties as appropriate.
6. The Rover in Charge is to delegate their responsibility to a Rover, who will be the acting Rover in charge while they are off-duty.
7. The Rover in Charge must ensure that the member to whom they have delegated responsibility is capable and able to undertake the expectations of that role.
8. Committees are responsible for the safety of everyone attending their events and working with their committee.
9. Subcommittees must induct supporting members to the event or property, so they are sufficiently familiar with all requirements of their role to be able to safely perform it.

## **GUIDELINES FOR UNITS AND COMMITTEES RUNNING ACTIVITIES ON BEHALF OF THE VRC**

Where a unit/committee is running an activity, either for the first time, or where they have previously lost money, or where the activity itself is being run for the first time the following guidelines will apply:

1. The unit/committee must be appointed and have accepted responsibility for the running of the activity concerned for a period determined by VRC prior to the date of the event.
2. The unit/committee shall operate in accordance with all the policies in this document, along with any current directions from VRC when planning, organising, and conducting their activity.
3. The unit/committee must run a review meeting in accordance with the requirements of an AGM as specified in Subcommittee AGM Policy.

## ANNUAL OPERATING SCHEDULE

Subcommittee	Budget Tabled <sup>1</sup>	Primary Event period	Financials Presented to VRC Treasurer	AGM
Bogong Rover Chalet	May VRC meeting	Victorian ski season	1st August	2nd Wednesday of October
Mafeking	May VRC meeting	Annual	1st August	1st of August
Metropolitan Area Rover Ball	January VRC meeting	September	1st November	November
Mudbash	November VRC meeting	Queen's Birthday long weekend	1st August	2nd Wednesday of August
Rover Dinner	March VRC meeting	October / November	1st January	January
Rover Scout Motorsport	May VRC Meeting	Annual	1st August	1st Thursday of August
Surfmoot	June VRC meeting	Australia Day long weekend	1st March	3rd Wednesday of March
WF Waters Lodge	May VRC meeting	Victorian ski season	1st August	2nd Weekend of October

<sup>1</sup> Budgets must be sent to [budgets@vicrovers.com.au](mailto:budgets@vicrovers.com.au) on the Wednesday one week before the VRC meeting for that month

## SUBCOMMITTEE SPECIFIC POLICIES

### BOGONG ROVER CHALET

#### Aims and objectives

1. The Bogong Chalet Management Group (hereinafter referred to as BCMG) is responsible to the VRC for the management, operation, maintenance, and development of the Bogong Rover Chalet. The BCMG is also responsible to the VRC for the organization and running of the Rover Winter Ski Parties.
2. The BCMG will discharge its duties in accordance with the Principles of Scouting (P & R P 2.3) and with the Aims of the Scout Association of Australia in mind (P & R P 2.2).
3. It will carry out any directions given to it by the VRC and consider and report back to the VRC on any issue referred to it by the VRC.

#### Other items

#### Specific Membership requirements

### MAFEKING

#### Aims and objectives

#### Other items

#### Specific Membership requirements

### METROPOLITAN AREA ROVER BALL (MARB)

#### Aims and objectives

#### Other items

#### Appropriations

MARB will pay 40% of their profits to VRC appropriations.

#### Specific Membership requirements

### MUDBASH

#### Aims and objectives

#### Other items

#### Specific Membership requirements

### ROVER DINNER

#### Aims and objectives

#### Other items

#### Specific Membership requirements

### ROVER SCOUT MOTORSPORT

#### Aims and objectives

1. To oversee, promote, foster and conduct all aspects of motor sport events within Scouts Australia (Victorian Branch)
2. To promote friendship and courtesy on the road and in competition between all members of Rover Scout Motorsport
3. To conduct meetings and classes whereby members may obtain knowledge enabling them to become better drivers and maintain their vehicles to a high standard of efficiency
4. To affiliate with the Motorsport Australia, acknowledging its constitution and observing the published Motorsport Australia National Competition Rules (NCR)
5. To operate within the guidelines and policies established within the VRC

## **Other items**

### **Specific Membership requirements**

#### **SURFMOOT**

##### **Aims and objectives**

##### **Other items**

##### **Specific Membership requirements**

#### **WF WATERS LODGE**

##### **Aims and objectives**

##### **Other items**

##### **Specific Membership requirements**