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National Conference Project Team

This team is being set up to help the Volunteer and Group Support Core Team to organise and run the national Conference for Scouting Ireland. The general duties for this team are to:

1. Work with the Core Team of the Department in securing a venue for the National Conference
2. Decide on a theme for the National Conference to be used as a unifying message
3. Consider and investigate potential sponsors for the National Conference
4. Arrange catering and other vendors
5. Work with the Core Team of the Department to decide on the style of conference and what speakers, workshops, exhibitions etc will be required
6. Put together an agenda for the National Conference
7. Prepare the communications to go out to the membership in relation to the Conference
8. Create materials and social media posts to promote the National Conference
9. Liaise with the venue in relation to number of rooms (main room, breakout rooms, exhibition area etc.) that will be required for the National Conference
10. Complete an evaluation report post the National Conference
11. Other duties that may arise relevant to this project team

To find a full copy of the Terms of Reference for this Project Team, please [click here](#)

Reg. No. 397094
Charity No. CHY3507

PATRON Michael D. Higgins PRESIDENT OF IRELAND



Member of World Organisation of the Scout Movement

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