

	Gasóga na hÉireann / Scouting Ireland			
	No.:	Issued:	Amended:	Next Review Date:
	CSD-TOR-19	11th March 2021	n/a	NA
	Category: Project Team – Terms of Reference			
Corporate Services Department : 12 Days of Christmas Review Team				
Related Documents:				
Revision	Date	Description		
1	11 th March 2021	Document Issued		

Description

The 12 Days of Christmas Review Project Team will be a project team serving 2 Months within the Corporate Services Department. This team will support the overall the review of the previous year's draw. Individuals can apply through an open call. A Project Team Lead will be appointed by the Core Team and will lead this Project Team.

Duration of Term

Project Team duration: 2 months

Commencing: 1st April 2021

Termination: 31st May 2021

Aims of the Team

The 12 Days of Christmas Project Team aims are as follows:

- To review the 12 Days of Christmas Raffle draws for the previous 3 years 2018, 2019 and 2020.
- To assess the feasibility of online and traditional sales methods
- To review the marketing strategy for the raffle for 2021
- To review the prize list for the raffle in 2021

Accountability

All persons on the 12 Days of Christmas Project Team will be accountable to the Core Team and department manager or their delegate, through the Project Team Lead.

All members of the team must adhere to the Project Team Code of Conduct and will receive a Letter of Appointment.

The project team budget will be approved by the Core Team and the Corporate Services Manager will administer the budget and monitoring spending associated with this team.

Reviews

A review will be conducted by Project Team Lead in conjunction with the Corporate Services Manager and this will be submitted to the Core Team for consideration.

A report and review should be submitted to the Core Team within 2 weeks of the completion of the project.

Assigned Duties

1. Review sales figure and distribution of sales for 2018, 2019 and 2020
2. Assess the online participation in the 2020 draw
3. Review the prizes
4. Identify a technical solution to facilitate online sales nationally
5. Consider and recommend how to address a dual sale draw e.g., traditional ticket books and online tickets
6. Map out a project plan for 2021
7. Create a marketing strategy for 2021

Project Teams will meet fortnightly. Members of the department support team and the Core Team may attend.

Additional Information

- Meetings will be conducted via teleconferencing platform and in person as appropriate
- Project roles and team structure will be defined by the Core Team
- All individuals appointed to the project team must be formally approved by the Corporate Services Department Core Team
- The Core Team may request additional duties to be assigned to the Project Team
- The terms of reference can be subject to change by the Core Team
- Reasonable expenses will be reimbursed for expenditure incurred in carrying out these roles
- The Scouting Ireland Financial Handbook must be adhered to
- All individuals appointed will be required to complete and agree to a verification process
- The work of the project team must support Scouting Ireland's Strategy
- The work of the project team must not compromise the companies risk register
- The work of the project team must be in line with good governance

Measurables

- Create a project plan for 2021
- The project plan should include a marketing strategy
- Develop a plan to Launch an online sales solution or comprehensively outline the reason for not pursuing this option
- Identify new potential prizes or comprehensively outline the reason for keeping the prizes as is