

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	<b>No.:</b>	<b>Issued:</b>	<b>Amended</b>	<b>Next Review Date:</b>
	<b>VRM-TOR 02</b>	<b>July 2020</b>	<b>N/A</b>	<b>31st October 2021</b>
	<b>Category: Project Team – Terms of Reference</b>			
	National Awards Project Team Member			
<b>Volunteer Resource Management &amp; Group Support Department</b>				
Related Documents:				
Revision	Date	Revision		
1	2 <sup>nd</sup> July 2020	1		

### Description

The National Awards Project Team will be a project team within the Volunteer Resource Management & Group Support Department. This team will support the overall planning and development of National Awards in line with the Gasóga na hÉireann / Scouting Ireland Strategic Plan. 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:** 17 months  
**Commencing:** 1<sup>st</sup> August 2020  
**Termination:** 31<sup>st</sup> December 2021

There will be an annual open call for this team, with the open call for 2022 planned for December 2021.

### **Aims of the Team**

- To bestow awards on members on behalf of Gasóga na hÉireann / Scouting Ireland.
- To promote and draft policies to increase the accessibility and awareness of Gasóga na hÉireann / Scouting Ireland's award scheme.
- To promote to Groups & Counties the concept of using the award system as a desirable method of giving thanks & recognition to adults & young people.
- To produce project recommendations that support the department to achieve the strategic goals
- To provide the Core Team with the relevant information to support the development of the above
- To communicate with proposers of awards the outcomes of those proposals.

### **Accountability**

- All persons on the National Awards 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. All expenditure will be allocated and approved by the Department Manager in advance. The Team Lead (or their delegate) will administer the budget and monitor spending in consultation with the Department Manager.

### **Reviews**

- A review of the work of the Project Team will be conducted every six months of the project by Project Team Lead and submitted to the Core Team for consideration.
- Mutual Agreement and Reviews will be carried out by the Project Team Lead with Project Team Members and the Team Lead every 6 months.
- An annual report and review should be submitted to the Core Team within 6 weeks of the completion of the 12-month project.

## Assigned Duties

1. To review and make recommendations to the Core Team on the National Awards Policy.
2. Planning, implementing and monitoring of the National Awards plan which supports the Gasóga na hÉireann / Scouting Ireland strategy.
3. Develop a 12-month project plan for increasing awareness of the National Awards Scheme.
4. Reviewing and determining applications for national awards.
5. Other duties that may arise relevant to this project team.

## Meetings

- Meetings will be conducted via teleconferencing platform and in person as appropriate
- Project Teams will meet within four weeks of the awards application deadlines, with further meetings scheduled as and when required, to meet the planning & monitoring commitments. Members of the department support team and the Core Team may attend.
- The Department Core Team will appoint one of its members to be an ongoing liaison with and support to, the Project Team and Team Lead. The Department manager may allocate a member of the professional staff to be an ongoing support to the project team.

## Additional Information

- Project roles and team structure will be defined by the Core Team
- The Core Team may request additional duties be assigned to the Project Team
- The terms of reference may be subject to change by the Core Team in consultation with the Project Team.
- Approved expenses will be reimbursed to team members for expenditure incurred in carrying out these roles as recommended by the Team Lead and approved by the Department Manager.
- The Gasóga na hÉireann / Scouting Ireland Financial Handbook must be adhered to in relation to all finances associated with the work of the team.
- All individuals appointed will be required to agree to and complete a verification process.
- The work of the project team must support Gasóga na hÉireann / Scouting Ireland 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

- Review and make recommendations to the Core Team on the National Awards Policy.
- National Awards issued to members 3 times a year.
- Increase the awareness of the National Awards Scheme.
- Review the terms of reference of this document and submit to the Core Team for their consideration before the end of their term in office.

## Apply

[https://forms.office.com/Pages/ResponsePage.aspx?id=\\_bDp4kmVmEWIMGXcrKR75Qla\\_iNuNPVKoYOmDYBIXx5URERBRzM0RU1DSDFSWDILNEIYWVJTVUtUUy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=_bDp4kmVmEWIMGXcrKR75Qla_iNuNPVKoYOmDYBIXx5URERBRzM0RU1DSDFSWDILNEIYWVJTVUtUUy4u)