


Gasóga na hÉireann / Scouting Ireland			
	No.: VGS-TOR-11	Issued: 17th January 2022	Amended: N/A
	Next Review Date: January 2023		
	Category: National Conference Project Team – Terms of Reference		
Related Documents:			
Revision	Date	Description	
1	17 th January, 2022	Document Issued	

Description

The 'National Conference Project Team', will be a project team serving Scouting Ireland within the Volunteer and Group Support Department. This team will help to organise and coordinate the National Conference (face to face) to be held on the 21st of May 2022. A Project Team Lead will be appointed to lead this Project Team.

Duration of Term

Project Team Duration: 12 months

Commencing: 1st of February 2022

Aims of the Team

The 'National Conference Team' aims are as follows:

- Organise the National Conference on behalf of Scouting Ireland
- Communicate with the membership in relation to the National Conference
- Review and report on the National Conference once it has been held



Accountability

The members of the '*National Conference Team*' are accountable to the Department Core Team.

All members of the '*National Conference 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 Department Core Team and the Project Team Lead will administer the budget and monitor spending associated with this team.

Reviews

A review will be conducted by the Project Team Lead in conjunction with their team and submitted to the Core Team for consideration.

Assigned Duties

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

Meetings

The Project Team will meet as necessary. There will be the expectation that work on various tasks will be completed in between the meetings.



Additional Information

- Meetings may be conducted via teleconferencing platform and in person as appropriate
- In consultation and by agreement with the Project Team, the Core Team may request additional duties to be assigned to the Project Team
- In consultation and by agreement with the Project Team Lead, the Terms of Reference can be subject to change
- 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 Scouting Ireland's Risk Register
- The work of the Project Team must be in line with Good Governance

Measurables

- Prepare a report post-Conference on the work of the National Conference Team for the Core Team of the Department

Criteria

- Strong commitment to the development and support of all adult scouters
- Have participated in some Scouter / GL/Commissioner training programme
- Understand the organisational structure and its functions
- Have some event organisational skills and/or experience
- Skills required to carry out the assigned duties of the Project Team

Code of Conduct

To view the code of conduct for Project/ Support Teams [Please Click Here](#)

Application

To apply for this role please [Click Here](#)