

# Eastbourne District Scout First Aid Team

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## Constitution

### Introduction

Most Recent changes are in *red text (italics)*

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## 1.0 Name

- 1.1 *The name is the "Eastbourne District Scout First Aid Team" and may be known as EDSFAT.*
- 1.2 *EDSFAT is a Scout Active Support Unit connected to Eastbourne and District Scouts and is responsible to the District Commissioner or other person appointed by the District Commissioner.*
- 1.3 *EDSFAT is part of the Eastbourne & District Scout Council*

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## 2.0 Membership

- 2.1 *The aim is to ensure that membership is as inclusive as possible whilst taking into account the need to ensure members are suitable to work with potentially vulnerable people.*
- 2.2 *Membership is open to members of the Scout Association over the age of 18 years.*
- 2.3 *Reference should be made to membership process flowchart shown in Appendix 1 along with any District and Scout Association appointment processes for all potential new members.*
- 2.4 *Membership is dependent on the completion of a satisfactory probationary period (usually 6 months).*
- 2.5 *Provision will be made for Trainee Members from the age of 18 years subject to the approval of the Steering Group and the District Commissioner.*
- 2.6 *Provision will also be made for Explorer Scouts from the age of 16 years to take part in appropriate EDSFAT events and training subject to the approval of the Steering Group.*
- 2.7 *If the application for membership is given initial approval by the EDSFAT Steering Group additional enquiries will be undertaken by the District Appointments Committee as per the Scout Association Appointment Process. Following this process the EDSFAT Steering Group may review its previous decision.*
- 2.8 *All members shall undergo the appropriate checks as required by the Scout Association and at the required frequency.*
- 2.9 *Prospective members that are not already members of Eastbourne District Scouts (in whatever capacity) must become paid-up members of the Eastbourne District Scout First Aid Team.*
- 2.10 *Continuation of membership of EDSFAT will be at the discretion of the "EDSFAT Steering Group and the District Commissioner".*
- 2.11 *If a potential new member is unhappy with any of the decisions made during the membership process they should discuss their concerns with the Steering Group or directly with the District Commissioner*
- 2.12 *Members will be entitled to and encouraged to wear the EDSFAT scarf.*

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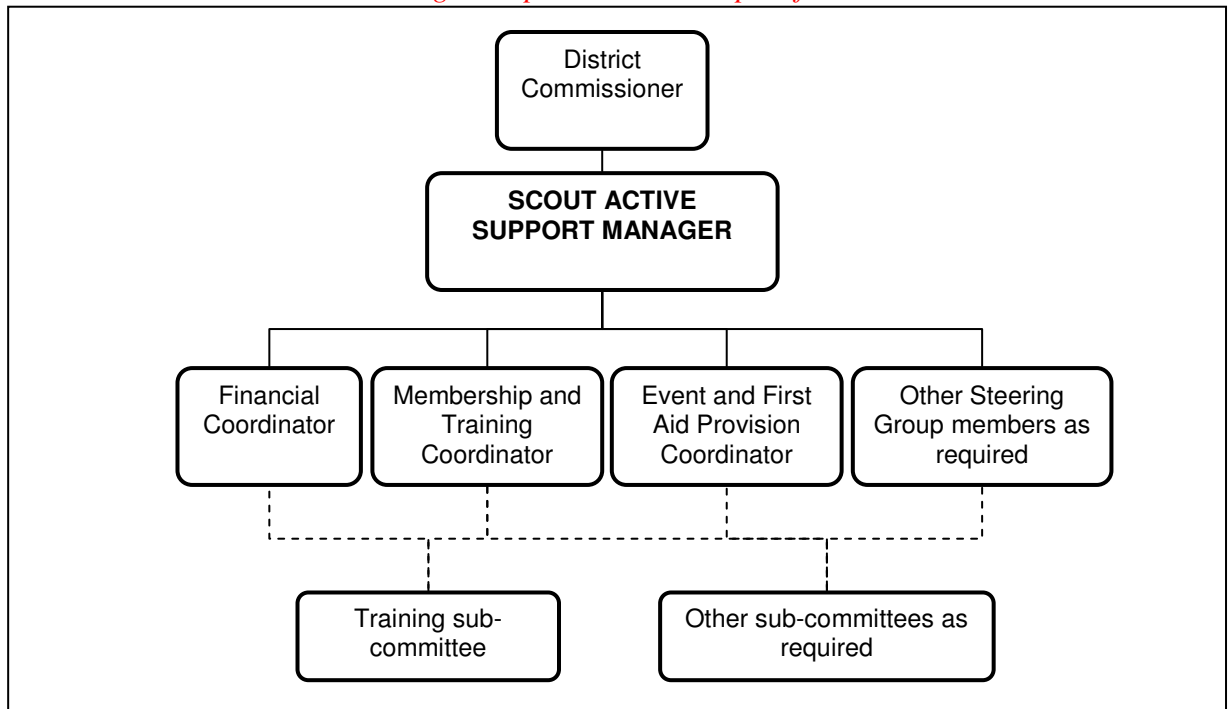
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## 3.0 Organisational Structure

3.1 The "Steering group" will oversee the day-to-day affairs of EDSFAT.

3.2 *The EDSFAT Steering Group will be made up as follows: -*



3.2.1 The Eastbourne District Commissioner (or other person appointed by the District Commissioner).

3.2.2 *EDSFAT Scout Active Support Manager (one position, to be appointed by the District Commissioner)*

3.2.3 *EDSFAT membership and Training Coordinator (one position, to be appointed by the Scout Active Support Manager in association with the membership)*

3.2.4 *EDSFAT Event and First Aid Provision Coordinator (one position, to be appointed by the Scout Active Support Manager in association with the membership)*

3.2.5 *EDSFAT Finance Coordinator (one position, to be appointed by the Scout Active Support Manager in association with the membership)*

3.2.6 *EDSFAT Steering Group member (appointed by the Scout Active Support Manager as required for specific roles/duties)*

3.2.7 *One person may hold more than one of the EDSFAT Steering Group position if so agreed by the Scout Active Support Manager, although it is not recommended.*

3.3 *The EDSFAT Steering Group may appoint sub-committees as it feels appropriate.*

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## **4.0 Annual Review**

- 4.1 *The date and location of the Annual review will be decided by the EDSFAT Scout Active Support Manager in consultation with the members and the District Commissioner .*
- 4.2 *The annual review is a time to allow reflection on the previous period and also a chance to look forward and agree any changes, It will give a chance for the achievements to be assessed against their targets and for future targets to be set.*
- 4.3 *The annual review is unlikely to constitute a single meeting but is likely to take place over a short period.*
- 4.4 *The annual review is an opportunity for the EDSFAT Scout Active Support Manager to meet with the members to review previous EDSFAT achievements and weaknesses and to discuss possible improvements. It is also a good time for the EDSFAT Scout Active Support Manager or their delegated representative, to discuss each member's own individual development, achievements, weaknesses or concerns.*
- 4.5 *Following this review with the member the EDSFAT Scout Active Support Manager shall meet with the District Commissioner to review the previous period and to consider and future changes. At the same time possible and proposed changes to the Service Agreement and/or Constitution should be discussed. This should be a formal meeting and a record made available to member afterwards.*

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## **5.0 Administration and Decision making**

- 5.1 *The Steering Group will meet at as often as is necessary to ensure EDSFAT fulfils its Service Agreement; or least every three months.*
- 5.2 *When agreement at a meeting cannot be reached the decision may be made by a simple majority of those members' attending the meeting and those who have registered their vote by nominated proxy. In the event of a equal number of votes for and against the motion the motion will be deemed to be lost (neither the EDSFAT Scout Active Support Manager or the District Commissioner have a casting vote).*
- 5.3 *Any proposed item for any agenda put forward by an EDSFAT member, shall be put to the appropriate meeting for consideration without amendment (unless agreed by the proposer) or veto.*

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## **6.0 Finances**

- 6.1 *EDSFAT shall be self-funding.*
- 6.2 *Any monies raised for a specific purpose can only be used for that purpose and shall be marked as restricted in the accounts.*
- 6.3 *The EDSFAT Finance Coordinator is responsible for introducing and maintaining a system:*
  - 6.3.1 *Where monies proper to the EDSFAT are collected and recorded.*
  - 6.3.2 *Where monies owed by EDSFAT are paid promptly.*
  - 6.3.3 *Where financial reports/summaries are made available to the EDSFAT Steering Group and District Treasurer at the Steering Group Meetings.*

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- 6.3.4 Where annual accounts are produced as required by the "District" and POR.
- 6.3.5 Where appropriate bank accounts are maintained as defined in POR and any District instructions.
- 6.4 The EDSFAT Steering Group is responsible for producing an annual financial budget.
- 6.5 *The Steering Group shall decided upon and implement an appropriate "EDSFAT Charging Policy"*
- 6.6 *The EDSFAT Steering Group will ensure that sufficient funds are available at the start of the financial year to ensure that all fixed costs for the forthcoming year can be adequately covered. As a minimum this shall be in line with any Scout Association and District policies.*

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## **7.0 Review and Amendments**

- 7.1 *This constitution, along with the service agreement, may be reviewed as part of the annual review.*
- 7.2 *During the annual review the Scout Active Support Manager shall meet with and consult the members and obtain their feedback and suggested amendments to this Constitution. Following which a formal recorded review shall be held between the Scout Active Support Manager and the District Commissioner.*

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## **8.0 Record of most recent changes**

Date	Issue Number	Section	State	Change
June 2008	7	All	Draft	Removal of the word "Team" and text changed as appropriate
July 2009	8	All		Addition of medical support and minor changes
<i>June 2010</i>	<i>9</i>	<i>All</i>		<i>Changes relating to the conversion from a Scout Fellowship to a Scout Active Support Unit</i>

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*Approval between District Commissioner of Eastbourne District Scouts and the Eastbourne District Scout First Aid Team Scout Active Support Manager*

*District Commissioner*

*Scout Active Support Manager*

*Name*

*Signature*

*Date*

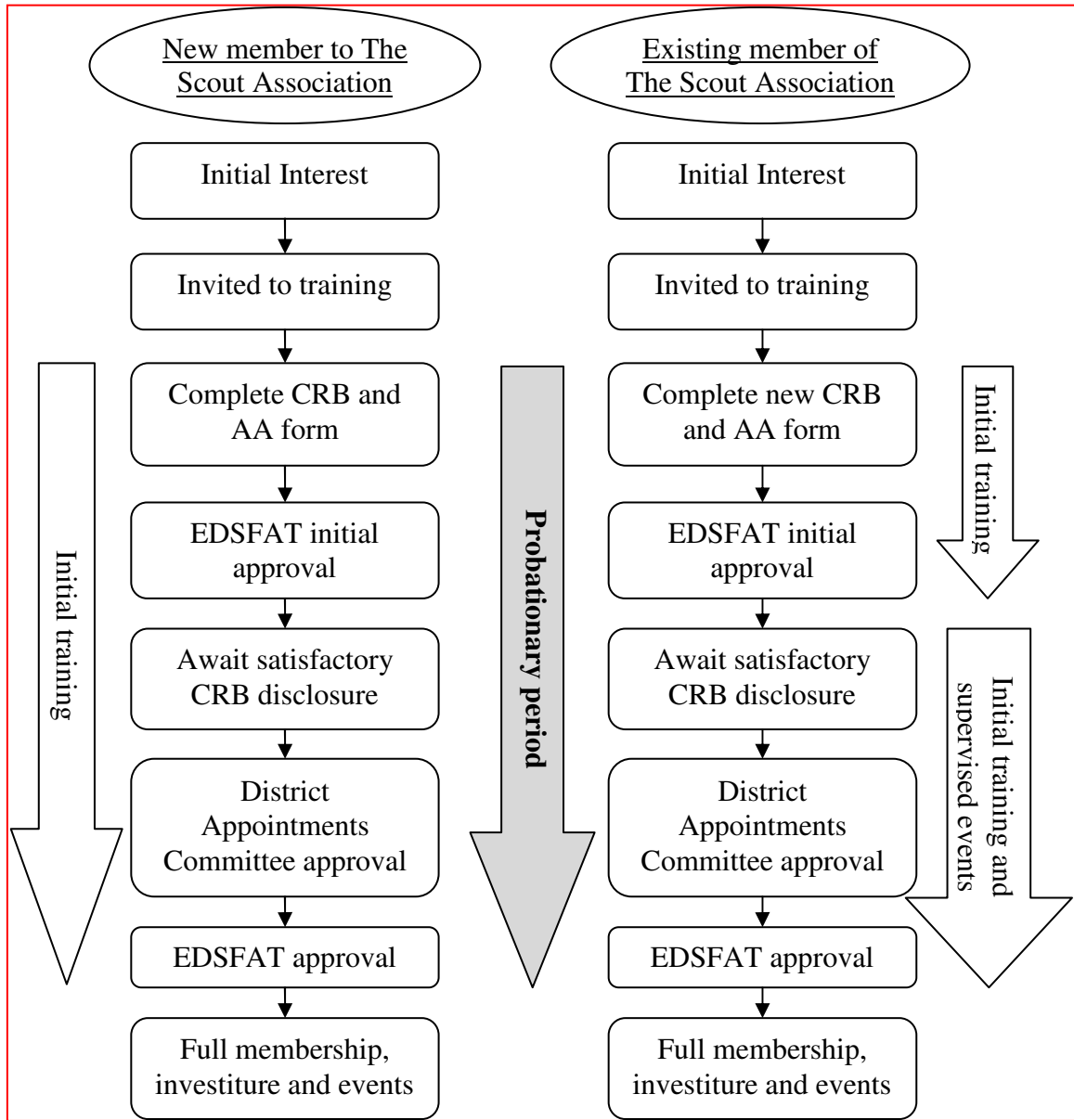
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## Appendix 1

### Membership process flowcharts



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