

Foreword

This constitution describes the role, membership and operation of the District Scout Council, and the Trustee Board.

Burton District have adopted the principles of the standard Constitution outlined in the Scout Association's Policy, Organisation and Rules, Spring 2025 edition.

In the interest of openness, especially for new members of the Scout Council, the Scout Council will re-adopt the constitution at each Annual General Meeting.

Standard Constitution for the District

Follow this link:

<https://prod-umbraco-core.azurewebsites.net/media/woxfog53/may-2025-update-to-por-no-marked-changes.pdf>

or download the .pdf file from <https://www.scouts.org.uk/por/>

The District Trustee Board

The District Trustee Board plays a vital role in the running of a Scout District. Trustee Boards make decisions and carry out administrative tasks to ensure that the best quality Scouting can be delivered to young people in the District.

The following should be treated as a summary guide and read in conjunction with other Scout resources (including the sections 5c.2.2.1 to 5c.2.8.4 of the Spring 2025 version of POR).

The Trustee Board exists to support the District Lead Volunteers in meeting the responsibilities of their appointment.

Trustees must act collectively as charity trustees of the Scout District, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association.
- Protect and maintain any property and equipment owned by and/or used by the District.
- Manage the District finances.
- Provide insurance for people, property and equipment.
- Provide sufficient resources for Scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities.
- Promote and support the development of Scouting in the local area.
- Manage and implement the Safety Policy locally.
- Ensure that a positive image of Scouting exists in the local community.
- Appoint and manage the operation of any sub-committees, including appointing a Chair to lead the sub-committees.
- Ensure that Young People are meaningfully involved in decision making at all levels within the District.
- The opening, closure and amalgamation of Groups, Explorer Scout Units, Scout Network and Scout Active Support Units in the District as necessary.
- Supervising the administration of Groups, particularly in relation to finance and the trusteeship of property.

The Trustee Board must also:

- Appoint Administrators, Advisers, and Co-opted Trustees as appropriate.
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer.
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the County Trustee Board; and if a registered charity, to the appropriate charity regulator if the regulator's rules require it.
- Maintain confidentiality with regard to appropriate Trustee Board business.
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation.
- Ensure line management responsibilities for employed staff are clearly established and communicated.

District Trustees

The District Trustee Board is made up of three types of Trustees:

Ex-officio Trustees have a role on the Committee due to their role in Scouting. These are: District Lead Volunteer; District Youth Lead. Where these roles have multiple appointments, only one must be the named Trustee.

Appointed Trustees stand for adoption at the Annual General Meeting and are appointed by the District Scout Council to take on the role; there are usually four to six in number.

Co-opted Trustees are chosen to take on a role by the District Trustee Board due to their specific skills or knowledge useful to the Trustee Board; there must be no more Co-opted Trustees than Appointed Trustees.

POR Chapter 5c.2.6 covers the membership of the District Trustee Board in detail.

The membership is set up this way to ensure that the interests of the District Scout Council and the District Lead Volunteer are represented, and balanced. It also serves to broaden the membership of the Trustee Board – possibly to bring in people from other parts of the local community.

Charity Trustees

Scout Districts in England and Wales are considered charities by law, and some may be registered with the appropriate charity regulator. All members of the District Trustee Board are charity trustees.

To comply with legislation, all charities must have a governing body, which in Scouting we call a Trustee Board. Trustees must act collectively as Charity Trustees of the Scout District.

Charity trustees have a number of specific responsibilities that they must fulfil to ensure the effective running of the Scout District. It's vital that all members of the Trustee Board understand their responsibilities as Charity Trustees.

Collectively and individually, they must:

- Ensure that the charity is carrying out the purposes for which it is set up and no other.
- Follow Policy, Organisation & Rules, charity law and other laws which apply to the charity along with any requirements of the appropriate charity regulator.
- Make balanced and adequately informed decisions to enable the charity to carry out its purposes and avoid putting themselves in a position where their duty to the charity conflicts with their personal interests or loyalty to any other person or body.
- Comply with statutory accounting and reporting requirements.
- Demonstrate that the charity is complying with the law, is well run and is effective.
- Ensure accountability within the charity, particularly when delegating responsibility for particular tasks or decisions to others.

- Act responsibly, reasonably and honestly making sure the charity's assets are only used to support or carry out its purposes.
- Avoid exposing the charity's assets, beneficiaries or reputation to undue risk.
- Make use of the skills and experience available from other trustees while taking appropriate advice when necessary.

Trustees are legally and financially responsible for the running of the Scout District. This means that in some circumstances, if things do go wrong, trustees may be liable for any debt or financial loss incurred by the District. However, this is rare, and trustees can protect against this by following the duties and responsibilities as laid out in this document and POR.

(end of District Constitution document)