##

## Farnham District Scout Council

Role of Farnham District Chair

The Chair, with the Executive Committee are there to make sure that the whole District is running well and to support, advise and guide the District Commissioner where appropriate.

The Chair is a Trustee of the Farnham District Scout Council and has the responsibility of a trustee.

All Trustees of Scout Executive Committee must complete the Scout Module 01EX, which consists of an on-line course and validation.

The Chair needs to have a good working relationship with the District Commissioner and with the District Secretary and District Treasure who are the core members of the District Committee.

The Chair should be aware in general terms of the finances of the District.

**Executive Committee Meetings**

The Executive Committee meets quarterly, September, December, March and June. This is held at the Activity Centre, Garner’s Field, Tilford in the evening at 7.30 p.m. and can run until 10.00 p.m. depending what is on the agenda.

These meetings have to be booked, using the website booking system, so that the Campsite Manager is aware of when the activity centre is in use.

The Chair is required to produce the agenda for these meetings. The Chair will contact the District Commissioner prior to run through the agenda. This is done about a week before the actual meeting. The agenda will have items under matters arising from the previous meetings, set items and new items. The agenda will be sent out as an attachment along with any other documents by email to all the committee members usually a few days prior.

Following an Exec meeting the District Secretary will produce and send draft minutes of that meeting to both the Chair and the District Commissioner for their approval before they are sent out to all the committee members by the Secretary.

**Annual General Meeting.**

The District’s AGM is held in July at Garners Field in the evening at 8.00 p.m. usually finishes at 9.30 p.m. followed by a finger buffet.

The Chair works with the Secretary who produces the Agenda which currently is created as a booklet. This has the minutes of the last AGM, the Year End Accounts and annual reports from the various Sections which the Secretary has requested from them – DC Network, DC Explorers, ADC Scouts, Cubs and Beavers and the SASU. The Chair and Secretary start planning around February.

The Chair confers with the District Commissioner to whom the District Commissioner wishes to invite.

The Chair co-ordinates the refreshments with members of the SASU.

**District Family Camp**

In April a District Family Camp is run this is usually based around St Georges Day and is over a Friday, Saturday and Sunday. This is a time when all the groups in the District along with their families are invited to come together. This is a District event, but a subcommittee is formed to plan everything which is overseen by the District Commissioner. The Chair is expected to be there on the Sunday for the Service and to be on hand to greet and escort the VIP’s usually the Mayors of Waverley and Farnham.

**Remembrance Day**

Remembrance Day in November. The District’s Uniformed young people and their Leaders parade through town and after the one-minute silence etc., go to the service held at St Andrew Church. It is appreciated if the Chair also attends this. You may be invited by the Mayor to attend a small reception at the Farnham Town Council Offices, afterwards.

**Other Events**

A Thank you to the District is organised by the Chair with assistance from members of SASU, this is currently in early January on a Sunday between 1.00 p.m. – 2.30 p.m.

Other events may come up periodically that the district is invited to and the Chair may wish to attend – this is up to the individual.

**Appointment of District Commissioner**

When the District Commissioner comes to the end of their term, usually five years the current Chair is involved in organising, with help the the Scout shop Manager, to get an appropriate gift etc. The change of District Commissioner takes place at the AGM with some adjustments.