



Finance Support Group

Terms of Reference

Purpose

The purpose of this Terms of Reference document is to establish the mode of operation for the Finance Support Group, a group established to support the Treasurer.

Functions of the Finance Support Group (FSG)

The Finance Support Group has been established by the European Scout Committee to:

1. Act as an advisory body to the European Scout Committee through the Regional Treasurer in matters relating to best practices in finance, investments and fundraising.
2. Be responsible for the Merchandising aspect of fundraising in the Region.
3. Be responsible for Corporate Partnerships.
4. Be responsible for "selling" and promoting events/training and any other agreed fundraising opportunities.
5. Manage the Region's investment strategy with a focus on the EIF.
6. Support the Treasurer and the ESC as necessary.

Term

The Finance Support Group members term will be from 1 January 2017 until the 30 September 2019, with a transition period from October 2019 until January 2020.

Membership

The European Scout Committee set the parameters for membership of the Finance Support Group to include:

- The Treasurer of the Region, who will act as the coordinator of the group
- 3 Members (to be recruited from an open call) with background in finance, Financial strategy and corporate relations
- 1 Staff member.

The membership of the Finance Support Group, therefore, is comprised of the following:

1. XXX – Treasurer () Coordinator / Chair
2. XXX – Member ()
3. XXX – Member ()
4. XXX – Member ()
5. XXX - Staff

The members of the Finance Support Group will strive to attend meetings, when required to do so, personally and by telephone, email and other channels of communication if necessary to maintain continuity and consistency in discussion and group composition.

Roles and Responsibilities

The Finance Support Group will work collaboratively in support of the Treasurer to:

- Monitor and support the Regional Budget including analysis and controls.
- Provide support to the ESC to better understand the financial picture of the Region.
- Propose and implement strategies and projects conducive to the ESC vision for funding and fundraising.
- Propose and implement projects that open new revenue streams for the Region and its members?



Transversal Working

The Finance Support Group may seek additional input and expertise from the European Scout Foundation, Fundraising staff of the Region and any external experts with relevant and specific experience.

The Finance Support Group may share its work with colleagues in other Regions, as well as with Task Teams and sub-Committees of the World Scout Committee as appropriate, through the Treasurer.

Communication

- The Treasurer should ensure that agendas are prepared and circulated in advance of any meetings (physical or through other channels of communication). For physical meetings of the Group, agendas should be circulated at least 2 weeks in advance, and for telephone conferences, 1 week in advance.
- Minutes and any action items arising from the meetings will be recorded by support staff and distributed to the members of all working groups affected.
- Support staff will ensure that a report on the work of the Finance Support Group is submitted 2 weeks in advance of each meeting of the European Scout Committee.
- The Treasurer will present the report of the FSG to the ESC on the standard template. The Treasurer should also report back to the Finance Support Group any decisions taken by the ESC relating to financial and economic issues following its meetings.
- Members of the Finance Support Group will notify each other when they may not be contactable due to business, personal or other reasons.
- Contributions to Regional publications such as the Euro.Scout.Info should be prepared and submitted for inclusion in due time.

Decision-Making

The Finance Support Group will strive for consensus around issues that require decision-making and, in the interest of time and in order to remain focused, may defer items that require further discussion to a later date or defer through the Treasurer to the European Scout Committee for their consideration.

Any decisions should be in line with the principles, policies and priorities of the European Scout Region

European Scout Committee

30 September 2016