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TERMS OF REFERENCE FOR THE GUIDING DELIVERY COMMITTEE

The County Trustee Board has appointed a sub-committee hereafter referred to as the Guiding Delivery Committee.

The Guiding Delivery Committee shall be responsible to the County Trustee Board.

The primary purpose of the Guiding Delivery Committee is to provide a balanced approach throughout the 4-30 age range, integrating Outdoor Activities, Residential, International & Inclusion.

# Membership

All members shall be appointed for the duration of the office holder’s appointment,.

The following shall be members of the Guiding Delivery Committee:

# Voting

* The Chairman of the Sub-Committee
* Outdoor Activity Adviser.
* Boating Adviser,
* Walking Adviser,
* Archery Adviser.
* Residential Adviser,
* International Adviser,
* Inclusion Adviser,
* Duke of Edinburgh Adviser
* Queen's Guide Coordinator,
* Peer Educator Coordinator,
* Inspire Adviser.
* The County Commissioner - ex officio
* Assistant County Commissioner - ex officio
* The Chairman of the Learning & Development Sub Committee.

# Non-voting

* Secretary to the Committee

Any County Consultants/Advisers may attend meetings of this Committee either at their own request or at the request of the Chairman.

# Co-options

Persons with specific knowledge may be invited by the Chairman to attend the whole or part of a meeting but shall have no vote.

The Guiding Delivery Committee may co-opt no more than 2 members at any one time to provide specific input not available from within the membership of the Committee. Any long-term co-option must be ratified by the County Trustee Board.

# Quorum

A quorum shall consist of one third of the voting members.

# Timing of Meetings

The Guiding Delivery Committee shall meet at least 3 times a year with the meetings in advance of those of the Learning & Development Team. There may be other meetings which are deemed necessary as a working group.

# Minutes

The Minutes of the meetings of the Guiding Delivery Committee shall be circulated to:

* All voting and non-voting members
* All Trainers and Prospective Trainers
* Co-opted members or Consultants/Advisers at the discretion of the Chairman

Minutes to be circulated within ten days of the date of the meeting.

# Functions

* To give specific help and support to all adult members of the organisation in the development of the programme in the County
* To recommend solutions/actions to strategic issues and priorities identified by the County Trustee Board
* To raise awareness of programme issues in the 4-30 age range, identifying those which are appropriate for action in the County and in the Divisions
* To assist with the implementation in the County of the Association policy concerning the programme for the 4-30 age range
* To receive development support & programme ideas/information from County Appointment Holders and others
* To monitor current trends in Girlguiding and elsewhere in the specified age range and recommend appropriate action
* To liaise and co-operate with other County sub-committees and work flexibly across these boundaries

Any amendments to these Terms of Reference must be approved by the County Trustee Board.

# Adoption

These terms of reference were adopted by resolution of the Board at a meeting held on 17 June 2024.