

The County Executive Committee

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- Membership of the Executive Committee
- Meetings

Roles in the County

- County President
- County Chairman
- County Secretary
- County Treasurer
- County Advisers
 - County International Adviser
 - County Programme Adviser
 - County Public Relations Adviser

The Annual Meeting/Review

 **At a glance** - Table of Appointments and Terms of Office

 **County Chairman - Your Role**



The County Executive Committee

- Each County has a Trefoil Guild Executive Committee

Function

- links local Guilds in the County
- provides an opportunity for local opinions and ideas to be passed on to the Country/Region and National Committees
- keeps local Guilds aware of decisions and recommendations made centrally
- promotes links with Girlguiding UK at all levels in the County
- coordinates County events
- organises the participation of local Guilds in Country/Region, National and International events

Membership of the Executive Committee

- County Chairman
- County Secretary
- County Treasurer
- Guild Chairmen
- County Advisers
- a representative of Girlguiding UK
- the County President may be invited to attend
- a Scout Fellowship representative may be invited to attend

Meetings

- should take place regularly
- should follow soon after the Country/Region Executive Committee meeting, but preferably no sooner than two weeks to allow Country/Region minutes to be circulated

Roles in the County

County President

- The County Executive Committee may appoint a President for a term not exceeding five years

County Chairman

- should be a full member
- is appointed by the County Commissioner who consults the Guild Chairmen, the Country/Region Chairman and the outgoing County Chairman
- is issued with an Appointment Card
- serves for a term of three years which may be extended for a further two years; re-appointment is not automatic
- administers the Trefoil Guild in her County
- chairs the County Executive Committee
- is a non-voting member of the Girlguiding County Executive Committee



For further details see - [County Chairman - Your Role p30](#)

County Secretary

- need not be a full member
- is appointed by the County Chairman
- retires at the same time as the County Chairman
- may be re-appointed by the incoming Chairman for a total term of office not exceeding five years
- prepares the County Executive Committee meeting agenda in consultation with the County Chairman
- distributes the agenda
- takes the minutes
- distributes the minutes to all members of the County Executive Committee within two weeks of the meeting
- sends copies of the minutes to the County Commissioner and Country/Region Chairman

County Treasurer

- need not be a full member
- is elected annually at the Annual Meeting
- keeps the County accounts
- keeps the County Executive Committee informed of the current and projected financial position of the County
- with the County Chairman, completes the annual Census return and forwards it to the Country/Region Treasurer
- prepares an annual budget
- advises the County Executive Committee of the appropriate level of membership subscriptions for County funds
- prepares an annual statement of accounts which must be independently examined
- submits this statement to the County Annual Meeting
- sends a copy of this statement to the Country/Region Treasurer
- receives a copy of each Guild's annual accounts
- ensures office holders claim travel, postage, telephone and stationery expenses

For more information see Chapter 9 - Finance

County Advisers

- are appointed by the County Chairman with the approval of the County Executive Committee
- serve for a term of three years which may be extended for a further two years

County International Adviser

- liaises with the Country/Region International Adviser
- ensures that all international opportunities are made known to members in her County promptly
- encourages Guild members to participate in International events
- encourages Guilds to twin with Guilds in other countries
- liaises with the Girlguiding County International Adviser
- attends County Trefoil Guild meetings

County Programme Adviser

- liaises with the Country/Region Programme Adviser
- is involved in planning County events
- receives copies of Guilds' annual programmes
- encourages Guilds to provide varied and exciting programmes and to share ideas with other Guilds
- encourages Guild members to participate in Country/Region and National events
- takes the opportunity, if invited, for Guild members to be involved in Girlguiding UK County events
- attends County Trefoil Guild meetings

County Public Relations Adviser

- liaises with the Country/Region Public Relations Adviser
- encourages Guilds to make contact with the local media and send articles to *The Trefoil*
- sends photographs and reports for inclusion in Country/Region and National Reports, *The Trefoil* and the Trefoil Guild website
- grasps opportunities to promote the Trefoil Guild (for example through displays and websites)
- liaises with Girlguiding UK County Public Relations Adviser
- attends County Trefoil Guild meetings

Other County Advisers

- may be appointed to undertake a particular role within the County

The Annual Meeting/Review

Counties may decide to hold an Event which includes an Annual Meeting, when the opportunity can be taken to promote the Guilds and what they have to offer to members and Leaders.

The following must be presented for adoption at a meeting held by the County, which could be part of the normal County Executive, or at the Annual Meeting/Review:

- the Chairman's annual report
- a statement of accounts which has been independently examined to satisfy the requirements of the Charity Commissioners
- both these must be proposed and seconded

The following are re-appointed annually:

- the Treasurer
- the Independent Examiner

At least four weeks notice of the meeting should be given as it is open to all members.

TABLE OF APPOINTMENTS AND TERMS OF OFFICE

COUNTY

Appointment	Appointed by	In consultation with	Length of appointment	Maximum length of appointment
President	County Executive Committee		Not exceeding five years	
Chairman	County Commissioner	Outgoing County Chairman, Country/Region Chairman and Guild Chairmen	Three years	Appointment may be extended for a further term of not more than two years. Re-appointment is not automatic
Treasurer	County Chairman		Re-elected each year	No set term of office
Secretary	County Chairman		Not exceeding the Chairman's term of office	May be re-appointed by the incoming Chairman for a total term of office of five years
Advisers	County Chairman	Approval of County Executive Committee	Three years	Appointment may be extended for a further term of not more than two years. Re-appointment is not automatic

County Chairman - Your Role

Lead the Trefoil Guild in the County

- chair the County Executive meeting
- appoint members of the County Team
- coordinate County events

Take an interest in Guild activities

- support and encourage Guild Chairmen
- respond to invitations from Guilds
- get to know Guild members
- encourage Guilds to share some activities with other Guilds

Foster links with Girlguiding UK

- have a good working relationship with the County Commissioner
- facilitate help from Trefoil Guild members for units, Districts, Divisions and the County
- attend the Guide County Executive meeting
- write an annual report for the Girlguiding County Report

Member of Country or Region Team

- attend Country/Region Executive meetings
- support Country/Region Chairman
- contribute to decision making at Country/Region meetings
- take Guild ideas to Country/Region level
- pass information and decisions back to Guilds, providing explanations when required

Communicate effectively

- make sure information reaches all members in the County
- arrange County Executive meetings to follow soon after the Country/Region meetings but preferably no sooner than two weeks to allow Country/Region minutes to be circulated
- provide written details of factual information

Encourage

- Leaders and Commissioners to become associate members
- retiring Leaders to become full members
- formation of new Guilds
- members to participate in Country/Region and National and International events
- members to be forward looking and actively promote the modern image of the Trefoil Guild
- links with the Scout Fellowship