

### Country/Region Executive Committee

- Function
- Membership of the Executive Committee
- Meetings

### Roles in the Country/Region

- President and Vice President
- Chairman
- Deputy Chairman
- Secretary
- Treasurer
- Advisers
  - International Adviser
  - Programme Adviser
  - Public Relations Adviser

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### Rules for the Election of Country/Region Council Members

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**i** Country/Region Chairman - Your Role



Trefoil Guild Countries and Regions correspond to Girlguiding UK Countries and Regions. A map showing the countries and regions can be found on page 6.

## Country/Region Executive Committee

- Each Country/Region has an Executive Committee

### Function

- links all Counties within the Country/Region
- cascades all information from National Committees to the Counties and back
- keeps all Counties aware of decisions and recommendations made nationally
- promotes links with guiding within the Country or Region at all levels
- coordinates Country/Region events

### Membership of the Executive Committee

- President and Vice President
- Chairman
- Secretary
- Treasurer
- County Chairmen
- Advisers
- Council Member
- a representative of Girlguiding UK should be invited to attend
- a Scout Fellowship representative may be invited to attend

### Meetings

- should take place regularly
- should follow soon after the National Executive Committee but preferably no sooner than two weeks to allow minutes to be circulated

## Roles in the Country or Region

### Country/Region President and Vice President

- the Country/Region Executive Committee may appoint a President and Vice President for a term not exceeding five years

### Country/Region Chairman

- should be a full member
- is appointed by the Country/Region Chief Commissioner in consultation with the outgoing Chairman, the County Chairmen, the Country/Region Executive Committee and the National Chairman
- is appointed for an initial term of three years. This may be extended for up to a further two years only. Re-appointment is not automatic
- is issued with an Appointment Card
- may appoint a Deputy
- administers her Country or Region

 For further information see [Country/Region Chairman - Your Role p38](#)

### Deputy Country/Region Chairman

- should be a full member
- is appointed by the Country/Region Chairman. The appointment runs concurrently with the Country/Region Chairman's term of office and terminates with the end of that term
- deputises for the Country/Region Chairman when requested to do so

### Country/Region Secretary

- need not be a full member
- is appointed by the Country/Region Chairman. The appointment runs concurrently with the Country/Region Chairman's term of office, and terminates with the end of that term
- may be re-appointed by an incoming Chairman for a total term of office of five years
- prepares the agenda in consultation with the Country/Region Chairman
- takes the minutes of the Executive meetings
- deals with correspondence
- deals with any other administrative duties required for the smooth running of the Country/Region
- distributes the minutes within two weeks of the meeting
- sends a copy of the minutes to the Office Administrator in the Trefoil Guild Office

For further information see [Chapter 13 - Committee Meetings](#)

## Country/Region Treasurer

- need not be a full member
- is appointed by the Country/Region Chairman, in consultation with the Country/Region Executive Committee
- is re-appointed annually in consultation with the Country/Region Executive Committee with the option for a change on either side
- submits to the Annual Meeting a statement of accounts which has been independently examined
- sends a copy of this statement to the National Treasurer at the Trefoil Guild Office
- receives a copy of each County's financial report
- manages all bank related activities
- prepares budgets
- prepares annual accounts to comply with the requirements of the Charity Commissioner
- advises the Country/Region Executive Committee on the amount of the Country/Region levy to be added to the basic subscription
- collates census returns and collects Country/Region subscriptions for submission to the Trefoil Guild Office
- reports regularly to the Country/Region Executive Committee
- ensures that officers receive their correctly submitted expenses promptly
- deals with the overall organisation of Country/Region financial affairs

For further information see [Chapter 9 - Finance](#)

## Country/Region Advisers

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

## Country/Region International Adviser

- liaises with the County International Advisers
- liaises with the Trefoil Guild International Adviser
- ensures that all international opportunities are made known to members in her Country/Region promptly
- encourages participation in international events
- promotes international awareness - [see Chapter 7](#)
- liaises with Girlguiding UK Country/Region International Adviser

## Country/Region Programme Adviser

- liaises regularly with the County Programme Advisers
- passes on information from the Programme and Conference Sub-committee
- is involved in planning Country/Region events
- works closely with the Region Chairman
- promotes opportunities for the Trefoil Guild to be involved in guiding events at Country/Region level

## Country/Region Public Relations Adviser

- communicates regularly with the County Public Relations Advisers and provides encouragement and support
- passes on information from the National Public Relations Adviser
- liaises with Girlguiding UK Country/Region Public Relations Adviser and shares opportunities for publicity as they arise
- provides photographs and reports for inclusion in the Trefoil Guild Report, *The Trefoil*, *guiding* and the website

Other Advisers may be appointed to undertake a particular role within the Country/Region.

## The Annual Meeting/Review

Countries/Regions 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 Country/Region, which could be part of the normal Country/Region 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 of 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.

The Election of Country/Region Council Members takes place at the Annual Meeting.

## Rules for the Election of Country/Region Council Members

- 1 Each Country/Region should elect one member to the Council of the Trefoil Guild.
- 2 A Country/Region Council member serves initially for one term of three years. She is then eligible for immediate re-election for a further two years and thereafter is ineligible for election until a further three years have elapsed. The term of office dates from the National Trefoil Guild Annual Meeting closest to the date of election.
- 3 Before nominating a Country/Region Council member, her permission must be sought. A proposer and seconder who are full members of the Trefoil Guild should supply the candidate with a job description and complete the official nomination form obtainable from the Trefoil Guild Office.
- 4 Nominations must reach a Country/Region Chairman four weeks before the Country/Region Annual Meeting.
- 5 The election must take place at the Country/Region Annual Meeting, where any nominee must be prepared to speak about herself for two minutes. A ballot paper must be available to all full members of the Trefoil Guild present at the meeting. This should be attached to the papers usually placed on chairs before the start of the meeting. Tellers should be appointed to collect and count the ballot papers and the name of the successful candidate should be announced at the meeting. In the event of a tie, the Chairman has the casting vote. Only full members of the Trefoil Guild may vote.

**TABLE OF APPOINTMENTS AND TERMS OF OFFICE  
COUNTRY/REGION**

<b>Appointment</b>	<b>Appointed by</b>	<b>In consultation with</b>	<b>Length of appointment</b>	<b>Maximum length of appointment</b>
President and Vice President	Country/Region Executive		Not exceeding five years	
Chairman	Country/Region Chief Commissioner	Outgoing Chairman, Country Chairmen, Country/Region Executive Committee and National Chairman	Three years	May be extended for up to a further two years only. Re-appointment is not automatic
Deputy Chairman	Country/Region Chairman		Runs concurrently with Country/Region Chairman and terminates with that term	
Treasurer	Country/Region Chairman	Country/Region Executive Committee	Re-appointed annually with option for change on either side	
Secretary	Country/Region Chairman		Runs concurrently with Country/Region Chairman and terminates with that term	May be re-appointed by incoming Chairman for a total term of office of five years
Advisers	Country/Region Chairman	Country/Region Executive Committee	Three years	May be extended for up to a further two years only. Re-appointment is not automatic
Council Member	Elected by members at the Annual Meeting/Review		Three years	Eligible for re-election for a further two years and thereafter shall be ineligible for election until a further three years have elapsed

## **i** Country/Region Chairman - Your Role

### **Lead the Trefoil Guild in the Country/Region**

- chair the Country/Region Executive meeting
- appoint members of the Country/Region Team and arrange for the election of Council members
- coordinate Country/Region events including an Annual Meeting where an annual report and accounts are presented
- be an ambassador for the Trefoil Guild within and outside guiding

### **Take an interest in County activities**

- support and encourage County Chairmen
- support and encourage Country/Region Advisers/Coordinators
- respond to invitations from Counties and Guilds and outside bodies
- get to know as many Guild members as possible
- encourage Counties to share ideas, activities and events

### **Foster links with Girlguiding**

- have a good working relationship with the Country/Region Chief Commissioner and her team
- facilitate help from Country/Region Trefoil Guilds for guiding in the Country/Region
- attend the Guide Country/Region Executive meetings
- write a regular report for the Girlguiding Country/Region Executive
- write an annual report for the Girlguiding Country/Region Report

### **Member of the National team**

- attend Trefoil Guild Executive meetings
- attend Annual Council Meeting
- support the Trefoil Guild Chairman
- contribute to decision making at Trefoil Guild Executive meetings
- where appropriate, take ideas from Country/Region to National level
- pass information and decisions back to County Chairmen, providing explanations when required

### **Communicate effectively**

- make sure information is passed to the Country/Region Team members
- arrange Country/Region Executive meetings to follow soon after the Trefoil Guild Executive meetings
- provide written details of factual information

### **Encourage**

- formation of new Guilds
- County Chairmen to participate in Country/Region, National and International events
- County Chairmen to be forward looking and actively promoting the modern image of the Trefoil Guild
- Links with the Scout Fellowship