



World Scout Committee 2024-2027, Steering Committee Terms of Reference

Membership:	The Steering Committee (SC) shall be comprised of four (4) Statutory Members, per the World Scout Committee (WSC) Standing Orders. The composition of the SC shall include the following: A. <u>Statutory Members</u> 1. The Chairperson of the WSC, who shall serve as the Chair of the SC 2. The two (2) Vice-Chairpersons of the WSC 3. The Secretary General (SG) of the World Organization of the Scout Movement (WOSM) B. <u>Staff/Support Roles</u> 1. A designated member of the WSB staff to provide support and act as Secretary of the Committee. C. <u>Other Roles:</u> The Chairperson of the SC, at their discretion, may invite relevant experts outside of the membership of the SC to: 1. Inform discussions/decisions as and when necessary; and 2. Form special task forces or working groups to study and advise on special projects. Relevant experts to the SC may include, but are not limited to: 1. Other WSC members; 2. Members from the Senior Management Team of the WSB; and 3. Representatives from the Standing Committees invited as subject matter experts. Other support can be assigned as necessary. In addition to their responsibilities as members of the SC, each member may contribute or liaise to other areas of work in WOSM substructures.
Term of office:	The term of office for the SC shall be for the triennium between meetings of the World Scout Conference.
Performance:	The performance of the SC will be reviewed annually against these Terms of Reference by the WSC, through a process designed by the Continuous Improvement Unit. The SC reviews its own performance frequently to evaluate opportunities for improvement. Statutory Members are expected to: • Make themselves available and attend the scheduled SC meetings and be reachable within reasonable time for urgent consultations. • Actively engage in discussions and contribute proactively to the work and leadership role of the SC. • Accept and diligently implement tasks as assigned by the SC.

Vacancies:	Vacancies that arise in the SC from the Chair or Vice-Chair roles will be filled pursuant to the WSC Standing Orders. Should a vacancy arise from the Secretary General role, the SC shall propose to the WSC in a timely manner how to fill the role within the SC during an ongoing SG selection process.
Frequency:	The SC will regularly meet virtually or in person as appropriate and viable, to ensure on-going exchanges using electronic means or on the occasion of other Scout events and gatherings that the SC members may be attending. Additionally, the SC will meet on the eve of each full WSC meeting to finalise necessary arrangements.
Quorum:	The presence of three (3) <i>Statutory</i> Members shall constitute a quorum. Where a meeting is not quorate, the meeting may still proceed. However, all decisions must be ratified after the meeting by electronic communication by a majority of Statutory Members. Decisions shall be consensual where possible. Where consensus cannot be reached, decisions shall be made through a qualified majority (3 out of 4 Statutory Members). Alternatively, the SC can bring the subject matter to the attention of the WSC.
Purpose:	The SC exists by delegation of the WSC to: • Enable the WSC to fulfill its constitutional duties between meetings; • Coordinate and prepare the work of the WSC; and • Take urgent or time-sensitive decisions. The SC is accountable to the WSC.
Remit:	In line with the Constitution, the WSC Standing Orders, Triennial Plan 2024-2027, the Strategy for Scouting, and the scope of work approved by the WSC, the SC is mandated to: 1. Coordinate agendas, workplans, and decision readiness for WSC meetings in accordance with the policies adopted by the WSC. 2. Prepare, in close collaboration with the SG, matters for submission to the WSC. 3. Act on urgent or time-critical items where deferral would cause challenges to operational continuity or material risk/harm. 4. Oversee the implementation and follow-up of WSC decisions. 5. Oversee and monitor the implementation of the Triennial Plan through the World Triennial Plan Coordination Group. 6. Provide advice to the SG on matters which are within the SG's mandate. 7. Identify issues of sensitive/strategic nature and refer them to the WSC, as appropriate. 8. Make recommendations to the WSC for the appointments of WSC members to roles and duties. 9. Ensure the induction of WSC members during the triennium, including the onboarding and offboarding of Regional Chairpersons. 10. Maintain regular contact with Regional Scout Committees and/or Regional Chairpersons. 11. Coordinate representation of the WSC at relevant global, regional and national events as provided by the approved annual operation budget, ensuring diverse representation wherever possible. 12. Engage in conflict resolution within the WSC and the wider Movement.
Authority:	The SC has delegated authority from the WSC to take decisions within its scope of action as defined in the remit above.

Practicalities:	The SC operates in line with WSC Standing Orders and the values of World Scouting, guided by principles of shared and proactive leadership, collegiality and constructive challenge, and transparency within the SC and towards the WSC. Should the SC view additional virtual briefing sessions with the WSC necessary to fulfill its remit, these shall be organised with adequate advance notice, and a meeting recording, minutes or other supporting documents shall be made available to the WSC. If a briefing is directly linked to a subsequent e-vote of the WSC, this shall be communicated in advance of the briefing. The SC shall use its best endeavours to circulate to the WSC members SC minutes and/or actions of a meeting within 10 business days after a meeting takes place. The SC maintains regular communication with WSC members through electronic or other means. This terms of reference shall be reviewed by each WSC and may be amended at any time by a vote of the WSC.
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Annex A- Knowledge, Skills, and Competencies List	N/A