



# **Rover Scouts**

The By – Laws of the  
National Rover Council  
of Australia

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**Preamble**

- 1.1 At no point is it intended that the contents of the document should supersede the *Policies and Rules (P&R)* adopted by the National Council of Scouts Australia.
  - a) P&R states "from time to time the National Rover Council (NRC) may pass Bylaws relating to the conduct of its business or the exercising of its responsibilities".
- 1.2 This document has been adopted by NRC as a statement of how governance of Rover Scout section is to be conducted in Australia at a National Level.
- 1.3 There are three parts of this governing document. The first part being, the Standing Orders set out on how the NRC operates. The second part, Terms of Reference have specific process pertaining directly to responsibilities, programs and projects of the National Rover Council Executive. The third and final part, Guidelines aimed at supporting Branch Rover Councils and Rover Scouts in general on a variety of topics.
- 1.4 Each Branch Rover Council (BRC) shall function in accordance with these By – Laws and operate within the national framework of the Rover Scout Section and their local Branch.

**Previous Versions**

This document supersedes all previous versions. Contributions to previous versions were received from A. Mackenzie (WA), B. Poole (WA), P Axford (WA), P. Scott (WA), J. Kirkham (WA), D. McKellar (QLD), P. Billing (Vic), L. Davison (Vic), D. Cossart (ACT), N. Strachan (Vic), R. Beeby (Vic), L. Bach (ACT) A. Boxall (NSW) & A. Hilditch

# Part I: National Rover Council – Standing Orders.

## Article 1: Purpose

The National Rover Council (NRC) exists to provide direction, planning and encouragement for the extension and development of the Rover Scout Section in Australia.

## Article 2: Membership

The NRC membership shall consist of:

2.1 The National Rover Council Executive comprising of the following elected or appointed members;

- a) Chairperson
- b) Vice Chairperson
- c) Training and Development Officer
- d) Secretary
- e) Adviser

2.2 Branch Rover Council Delegations appointed or elected by each of the Branch Rover Councils (BRC's) consisting of the following members;

- a) One Delegation Leader, usually the BRC Chairperson
- b) One NRC Delegate who must not be automatically selected on the basis of holding another position and who should be a Rover Scout for the duration of their term.
- c) One Branch Commissioner for Rover Scouts or Branch Rover Adviser (where an appointment is made) or the Branch Chief Commissioner's representative.

2.3 Observers including but not limited to the following may be invited to attend meetings of the NRC;

- a) A representative of the New Zealand Rover Council.
- b) National Commissioners, National Advisers or other National Officers
- c) Not more than two Rover Scouts appointed or elected by each BRC
- d) Two representatives of the Venturer Scout Section appointed by the Branch Venturer Council in consultation with the host Branch.
- e) Any other officers with specific functions as may be agreed by the NRC from time to time.

## Article 3: Meeting Procedures

- 3.1 It is expected the National Rover Council will hold an Annual General Meeting (AGM) normally in January around the time of the national major event (Jamboree, Venture or Moot) with other remote meetings being held on bimonthly to quarterly basis.
- 3.2 The roles and responsibilities in the organising and the financing of the National Rover Council's AGM is to be followed as stated in the Terms of Reference Section 2 of the NRC By – Laws.
- 3.3 Remote meeting dates shall be determined by the NRC Chairperson in consultation with the NRC and circulated approximately 4 weeks before the scheduled meeting date.
- 3.4 All submissions requiring a vote of the NRC shall be submitted to the NRC Executive no later than 3 weeks before a remote meeting and 6 weeks before the AGM. Submissions must have the support of the BRC or the NRC Executive. The agenda of an NRC meeting shall be distributed to BRC's 2 weeks before a remote meeting or 5 weeks before the AGM and will consists of the following;
  - a) Minutes of the previous meeting of the NRC.
  - b) Report of the record of decisions and activities of the NRC Executive since the previous meeting of the NRC.
  - c) BRC's report on activities, which have taken place in their Branch between NRC meetings.
  - d) Items submitted by the BRC's
  - e) Any other items as determined by the NRC Chairperson.
- 3.4 The NRC Secretary will prepare the minutes for both the AGM and any remote meeting. The AGM minutes will be kept on file at the National Office. The minimum standards for minute keeping are as outlined below;
  - a) Include a list of those present, details of motions including the motion, the mover and seconder; action items and clear statements of the conclusions or resolutions made under each agenda items discussed.
  - b) Where an agenda paper is necessary for an understanding of the outcome of a discussion, a copy should be attached to the minutes.
  - c) Workshop Facilitators take responsibility for reports to be submitted for inclusion in the draft NRC minutes.
- 3.5 The incoming and outgoing NRC Chairpersons shall determine the participants for the NRC Executive handover meeting based on requirement.

## Article 4: Voting & Elections of the NRC Executive.

- 4.1 If voting becomes necessary, each of the two Branch Delegates will have one vote and a simple majority carries a motion. In the case of a tied vote the NRC Chairperson will have a casting vote.
- 4.2 However no Branch shall be allowed to participate in voting if they are not currently financial with the NRC unless the Branch is able to come to an agreed payment plan with whom they are in debt to.
- 4.3 Election of the NRC Executive takes place at the NRC Annual General Meeting under the following provisions;
  - a) The Office Bearers are elected from Delegates, Observers and current NRC Executive members attending the meetings, unless otherwise agreed to by the NRC.
  - b) The specific requirements for each Executive position shall be outlined in the respective position descriptions, found in Terms of Reference, Section 2 of the NRC By – Laws.
  - c) Nominations for NRC Executive positions will be called for two months before the AGM. Nominations must be received via the online nomination form and close immediately prior to the agenda item specifically closing nominations.
  - d) Nominees must have the endorsement of their Branch at the time of nomination.
  - e) NRC elects the NRC Chairperson for a term of 24 months subject to endorsement to continue in an out of session vote where the NRC Adviser will act as the returning officer 2 months prior to the first NRC Conference after their election (mid term).
  - f) The NRC elects the Vice Chairperson, Training and Development Officer, Secretary and other project officers as may be agreed by the NRC from time to time for a term of 12 months.
- 4.4 Voting procedure for the Election of the NRC Executive
  - a) Where the NRC Chairperson is not seeking election as a member of the NRC Executive or Officer, they may choose to act as Returning Officer. Otherwise the NRC Adviser will take the Chair and act as Returning Officer.
  - b) Voting shall be by secret, preferential ballot when there are two or more candidates for the one position. Voting shall be in accordance with 4.1, except of the case of a tied vote a second vote will be taken. In the event that a second vote is required, the Returning Officer will also participate with a casting vote in the secret ballot. The Returning Officer's vote will only be counted where a second tie occurs.
  - c) In the event of a non-contested election a vote of confirmation will be held for the candidate for the respective position.
  - d) An NRC Executive or officers position not filled at the annual meeting of the NRC or falling vacant during the term will be elected/appointed by the NRC (either out-of-session or at a meeting), after calling for and considering written expressions of interest. A casual vacancy, after 30 September will not be filled.

## Article 5: Finances

- 5.1 The funds of the NRC are held by the National Office, which carries out the necessary bookkeeping. The funds are under the general supervision of the appointed National Treasurer as with all special funds in the national accounts.
- 5.2 The funds of the NRC are held in two accounts – the General Operating Account and the Rover Development Fund Account.
- 5.2.1 General Operating Account
- a) This fund facilitates the operating of the NRC
  - b) A NRC Levy on all Australian Rover Scouts, including Squires and Rover Scouts who are Leaders in other sections, generates income to the operating account.
  - c) Invoices for the NRC Levy will be calculated based on the most recently finalised National Scout Census and sent to BRCs in August each year.
  - d) The NRC levy will increase by 2.5% each year according to the equation:  $\text{Levy} = \$4.00 \times (1.025)^n$  per Rover Scout, where n is the number of years since 2015 (i.e.  $n = [\text{current year}] - 2015$ ).
  - e) The NRC shall determine the amount of the NRC Levy and Moot Buddies contribution from time to time.
- 5.2.2 The Rover Development Fund
- a) The NEC is responsible for the Rover Development Fund, which is governed by a standing resolution of that body.
  - b) The Invoices for the Moot Buddies contribution will be calculated based on the most recently finalised National Scout Census and sent to BRCs in August each year.
  - c) The Moot Buddies contribution is maintained as a separate line item in the Rover Development Fund until a Moot year.
  - d) Branches that are not financial with the NRC cannot access funding from the Rover Development Fund with the exception of where a specific National Rover Council program has benefit to any individual or crew.
- 5.3 Budget
- a) The NRC budget is prepared by the incoming NRC Executive, with input from the outgoing NRC Executive and presented for approval at the first meeting after the NRC AGM (preferably before 31 March each year). A draft of the budget is to be distributed to BRCs with the agenda for the first remote meeting.
  - b) The budget period will be aligned with Scouts Australia financial year (1<sup>st</sup> of April to 31<sup>st</sup> of March).
  - c) Following approval a copy of the budget will be available with the minutes of the meeting where it was approved.
  - d) On rare occasions, the NRC Executive may decide to meet the cost of special guests to the annual meeting from the NRC Operating Account.

- e) In Moot years, travel for the NRC Executive will be paid for by the individuals if they are attending the moot.
- f) The accommodation, food and incidental costs with hosting the New Zealand Rover Council Chairperson or their NZ delegate at the Australian NRC. These costs are to be met from the Australian NRC General Operating Account.

## 5.4 Invitational Meetings

### 5.4.1 Domestic

- a) Where an NRC member is invited to attend a meeting and the host does not cover the costs, financial support, where it was not previously budgeted for must be agreed by the NRC (either out-of-session or at a meeting).
- b) Travel costs of the NRC Chairperson, Vice Chairperson, Training and Development Officer & Secretary to attend meetings of other National Bodies, where their NRC Executive position is a standing member of that committee will be met from the budget of those bodies. Where they are unable to attend, they should recommend to the Chair of the National Body in question the most appropriate Rover Scout to attend in their place.
- c) Travel costs of the NRC Vice Chairperson to attend meetings of the National Operations Committee as an observer will be met from the NRC General Operating Account.
- d) Travel is to be booked in accordance with Scouts Australia Travel Policy and Rules.

### 5.4.2 International

- a) Where an invitation to attend an international event is received by the NRC Chairperson and they are unable to attend, the NRC Chairperson should recommend to the Chief Commissioner of Australia the most appropriate Rover Scout to attend.
- b) To foster relations with the New Zealand Rover Council, the NRC Chairpersons of both countries are to be supported to attend the respective countries' NRC meeting. The Australian NRC Chairs financial support to support the NZ NRC conference shall not exceed \$1,000 AUD.



## Article 6: Member Roles and Functions

- 6.1 The National Rover Council shall;
- a) Charge the NRC Executive to conduct the business of the NRC between its meetings.
  - b) Report to the National Operations Committee (NOC) of which the NRC Chairperson is a member.
  - c) From time to time give to BRC's information of the state of Rovering, and recommend to their consideration such measures, as they shall judge necessary and expedient.
  - d) Ensure Australian Rover Scouts is represented on appropriate international and national bodies and forums.
  - e) Assist in the planning of national and international Rover Moots and projects.
  - f) Convene National Rover Conferences.
  - g) Recommend updates to the National Commissioner - Youth Program on the Rover Scout Section program, including the award scheme, to ensure that the program meets the needs of young adults in the Rover Scout age range;
  - h) Advise and make recommendations to the National Operations Committee (NOC) and National Executive Committee (NEC) on policy decisions for the Rover Scout Section and the preparation and publication of books, periodicals and pamphlets on Rover Scouts in Australia;
  - i) Exchange information between Branches on matters in respect of the Rover Scout Section in each Branch;
  - j) Make recommendations to the National Commissioner - International on the staffing and organisation of contingents to international Rover Scouts activities.
- 6.2 Branch Rover Councils shall;
- a) Formulate rules for the organisation and conduct of the Rover Scout Section within a Branch for approval of the Branch Chief Commissioner.
  - b) Manage the Rover Scout Section in the Branch in accordance with approved rules.
  - c) Promote and develop the Rover Scout Section in the Branch.
  - d) Exchange directories, annual reports and minutes to other BRCs and the NRC Executive.
  - e) Extend an invitation to members of other BRC Executives or the NRC Executive travelling within their branch to attend BRC activities and BRC meetings where requested.

## Article 7: Amendments

### 7.1 Amendment requirements;

- a) Any policy in the NRC By – Laws may be suspended by a majority vote of the National Rover Council for an agreed timeframe for up to maximum of 12 months.
- b) Amendments or additions to the Standing Orders require a two-thirds majority vote of the National Rover Council.
- c) Amendments or additions to the Terms of Reference or Guidelines require a simple majority vote of the National Rover Council.
- d) Guidelines are open to interpretation and enforcement of BRC's and broadly supported by the NRC.

### 7.2 Copies of the NRC By – Laws, are to be provided to the National Commissioner – Youth Program, the Chief Commissioner of Australia and Branch Chief Commissioners as they are amended.

## Part II: National Rover Council – Terms of Reference.

### Section 1: Duty Statements of the NRC Executive and Officers

#### Duty Statement for NRC Chairperson

##### ELIGIBILITY

1. The position of NRC Chairperson shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of the term of office.
3. Nominees must have completed their Rover Basic Training and obtained their Gilwell Woggle.
4. Nominees must attain the Wood Badge and completed their Advanced Training in the Rover Scout Section, within the first year of their term\*.
5. Nominees must be able to attend all National Rover Council Conferences for the duration of the term of office.
6. Nominees must be able to attend other National meetings as the representative of the Rover Scout Section.
7. Nominees are encouraged to have experience serving on the NRC Executive.

##### DUTIES AND RESPONSIBILITIES

1. The Chairperson will be responsible for Chairing the NRC Remote meetings, NRC Conference and NRC Executive meetings, ensuring that the NRC functions smoothly and effectively, and should ensure that required actions are followed up.
2. The Chairperson is responsible for working with the NRC Executive to ensure they are able to perform their roles successfully.
3. Ensure that the NRC is represented on other National bodies and councils as appropriate.
4. Carry out the recommendations and policy of the NRC
5. The Chairperson may sit on all NRC sub committees in an ex-officio capacity.
6. The Chairperson has the right to make decisions on behalf of the NRC as circumstances dictate, but these decisions should be notified to the NRC and ratified at the first opportunity.
7. The Chairperson will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.
8. The Chairperson will attend and make a written report on NRC activities and projects at meetings of the National Executive Committee (NEC) and National Operations Committee (NOC).
9. The Chairperson may make recommendations to the Chief Commissioner of Australia on the appointment of the contingent leaders to international Rover Scout activities.
10. The Chairperson will maintain a positive working relationship with the Chief Commissioner of Australia and the National team.
11. The Chairperson will fill the honorary position of Immediate Past Chairperson until the NRC handover meeting.

Notes: If the NRC Chairperson is unable to attend an advanced course within their own Branch due to the absence of a suitable advanced practical supplement, the Rover Development Fund will provide the necessary funds to facilitate this.

# Duty Statement for NRC Vice Chairperson

## ELIGIBILITY

1. The position of NRC. Vice Chairperson shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of the term of office.
3. Nominees must have completed their Rover Basic Training and obtained their Gilwell Woggle.
4. Nominees must be able to attend other National meetings as the representative of the Rover Scout Section.
5. Nominees must be able to attend the next NRC Conference.

## DUTIES AND RESPONSIBILITIES

1. The Vice Chairperson must assist the NRC Chairperson in the carrying out of their duties.
2. The Vice Chairperson is responsible for fulfilling the role of NRC Chairperson in the absence of the NRC Chairperson.
3. The Vice Chairperson can act as a proxy for the NRC Chairperson as requested or appointed by the NRC.
4. The Vice Chairperson will attend and make a written report on relevant NRC activities and projects at meetings of the National Adult in Scouting Committee.
5. Organise and establish projects and or working groups in consultation with BRC's and the NRC Executive on projects to support Rover Scouts in Australia
6. Periodically update the Rover Scouts Australia website.
7. Carry out duties as requested by the NRC Chairperson, or by the NRC Executive.
8. The Vice Chairperson is responsible for supporting and working with NRC Project Officers, where projects are not related to Rover Training.
9. Coordinate the National Moot Buddies Scheme.
10. Attend both NRC meetings and NRC Executive meetings.
11. Coordinate and maintain Rover Scouts public relations and marketing.
12. The Vice Chairperson will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.

# Duty Statement for NRC Training and Development Officer

## ELIGIBILITY

1. The position of NRC Training and Development Officer shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scouts for the duration of the term of office.
3. Nominees must have completed their Rover Advanced Training and obtained their Rover Wood Badge.
4. Nominees must be able to attend other National meetings as the representative of the Rover Scout Section.
5. Nominees must be able to attend the next NRC Conference.
6. Nominees for the position must be experienced in Rover Training and have been members of their Branch Rover Training Team where possible.

## DUTIES AND RESPONSIBILITIES

1. Ensure that the concepts and benefits of Rover training are promoted widely across all Branches and represented nationally.
2. Encourage Rover Scouts to take an active interest in the development and running of Rover Training Courses.
3. Chair the meetings of the Branch Rover Council Officers responsible for the Training portfolio.
4. With the Rover Trainers Team ensure sufficient Rover Training courses are run each year
5. The NRC Training & Development Officer will attend and make a written report on relevant NRC activities and projects at meetings of the National Training Committee and National Adventurous Activities Committee.
6. Ensure that additional Training Courses or opportunities are promoted to the NRC.
7. Chair any training related workshops that may be held during meetings of the NRC;
8. Ensure that the content, format, and presentation of Training Courses available to Rover Scouts are periodically developed or reviewed.
9. Promote the BPSA to Branch Rover Councils BPSA Support Team officers.
10. Be a National point of contact for queries relating to the BPSA.
11. Attend NRC and NRC Executive meetings, producing agenda items relating to these duties.
12. Obtain reports and feedback from all Rover Training Courses.
13. Ensure the Rover Scout section is represented at the National Training Committee and National Adventurous Activities Committee meetings
14. The Training and Development Officer will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.

# Duty Statement for NRC Secretary

## ELIGIBILITY

1. The position of NRC Secretary shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of the term of office.
3. Nominees must have completed their Rover Basic Training and obtained their Gilwell Woggle.
4. Nominees must have suitable IT skills.
5. Nominees must be able to attend the next NRC Conference.

## DUTIES AND RESPONSIBILITIES

1. Make all necessary arrangements so meetings of the NRC functions smoothly and effectively including taking the minutes and producing the agenda.
2. Carry out the NRC Secretary responsibilities as outlined in Section 2 of the NRC Terms of Reference in the organising of the annual NRC Conference.
3. Set up NRC Executive and NRC remote meetings and take the minutes and produce the agenda.
4. Maintain a high level of communication between the NRC executive and BRC Executives as a whole.
5. Manage and track the finances of the NRC, assisting with the production of the financial report to the NRC Conference.
6. Work with the NRC Chairperson to develop the NRC budget, liaise with the National Support Office with distribution of invoices for Rover Levies to Branches.
7. Update the NRC By – Laws following the NRC Conference or Remote meeting
8. Assist with the administration of the NRC including the NRC mailing list, BRC Executive contact list, file storage and letters.
9. Obtain reports and papers for the NRC Conference and NRC remote meetings in a timely manor as set by the NRC Chairperson.
10. Obtain copies of Branch Rover Council minutes for historical records.
11. The Secretary will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.

# Duty Statement for NRC Adviser

## ELIGIBILITY

1. Knowledge of the Rover Scout section, its aims and objectives, and the methods by which it sets out to achieve them.
2. Hold a relevant Wood Badge (or a willingness to obtain one within two years of appointment).
3. Be able to relate to and communicate with young people of Rover Scouts age, fellow National Team members, Rover Commissioners and advisers and the Chief Commissioner of Australia.

## DUTIES AND RESPONSIBILITIES

Responsible to the Chief Commissioner of Australia and the National Rover Council for:

1. Advise the NRC on the development of Rovering throughout Australia
2. The maintenance and/or improvement of the standard of Rovering throughout the Country.
3. The provision of sound advice to the NRC and the Rover Scout Section generally.
4. Be the principal adviser to the NRC Chairperson and NRC Executive.
5. Attend and be the principal adviser to the NRC Executive meetings, NRC Remote meetings and NRC Conference.
6. Liaise with Branch Rover Commissioners and Advisers.
7. To stimulate and foster new initiatives through the existing structures of the Rover Scout section.
8. Other duties as requested or directed by the Chief Commissioner of Australia or the NRC

# Duty Statement for NRC Promotions & Marketing Officer

## ELIGIBILITY

1. The position of NRC Promotions and Marketing Officer shall only be open to current invested Rover Scouts.
2. Applicants must be eligible to remain a current invested Rover Scouts for the duration of the term.
3. Applicants must demonstrate relevant marketing knowledge or experience.
4. Applicants are encouraged to complete their Rover Basic Training and obtain their Gilwell Woggle.

## DUTIES AND RESPONSIBILITIES

The NRC Promotions and Marketing Officer is responsible for the co-ordination and maintenance of Rover marketing within and outside the Section to both promote the image and raise the numbers of Rover Scouts in the country.

Specifically, the NRC Promotions and Marketing Officer should:

1. Lead the strategic marketing direction of the Rover Scout Section in Australia.
2. Organise and lead the NRC Marketing Group and establish a clear communication channel between NRC marketing objectives and Branch marketing objectives.
3. Encourage the publication of Rovering articles and information on Rover Scout events in scouting publications and the wider community (e.g. through local newspapers, radio, magazines, similar organisations' newsletters etc).
4. Manage the content published on the Rover Scouts Australia Facebook page and website
5. Liaise with the NRC Vice Chairperson for assistance on establishing any projects or activities with a promotional purpose
6. Liaise with members of the National level marketing meetings
7. Attend both NRC remote meeting and NRC Executive remote meetings.
8. Produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.

NOTES: The position of NRC Promotions and Marketing officer is a standing project officer's role and a non-exec role of the National Rover Council.



# Duty Statement for NRC Diversity & Inclusion Officer

## ELIGIBILITY

1. The position of NRC Diversity and Inclusion Officer shall only be open to current invested Rover Scouts.
2. Applicants must be eligible to remain a current invested Rover Scouts for the duration of the term.
3. Applicants must demonstrate relevant knowledge on diversity and inclusion issues facing Rover Scout aged youth
4. Applicants are encouraged to complete their Rover Basic Training and obtain their Gilwell Woggle.

## DUTIES AND RESPONSIBILITIES

The NRC Diversity and Inclusion Officer is responsible for the co-ordination of Rovers Australia vision of an inclusive section that actively seeks to encourage and support diversity within Scouts Australia.

Specifically, the NRC Diversity and Inclusion Officer should:

1. Lead the strategic direction of the Rover Scout Section in Australia in relation to its diversity and inclusion efforts.
2. Organise and lead the NRC diversity and inclusion subcommittee consisting of members from each branch and establish a clear communication channel between NRC D & I objectives and Branch D & I objectives.
3. Liaise with Scouts Australia in relation to the wider organisations aims and objectives in relation to diversity and inclusion, making recommendations on behalf of the Rover Scout section.
4. Develop policies and recommendations for the NRC in relation to increasing diversity and representation at a national level.
5. Coordinate with branches workshops and other developmental opportunities to increase Rover Scouts awareness of Australians diverse society.
6. Seek to form partnerships with reputable 3rd party organisations active in the diversity and inclusion space.
7. Liaise with the NRC Vice Chairperson for assistance on establishing any projects or activities with a D & I purpose
8. Attend NRC remote meetings and NRC Executive remote meetings.
9. Produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.

NOTES: The position of NRC Diversity and Inclusion officer is a standing project officer's role and a non-exec role of the National Rover Council.

# Duty Statement for Roverscope Coordinator

## ELIGIBILITY

1. Applicants must be eligible to remain a current invested Rover Scouts with the Host Branch of the upcoming Australian Venture for the duration of the term, 24 months.
2. Be able to relate to and communicate with young people of Venturer and Rover age, and fellow members of the Venture Organising Committee.
3. Applicants are encouraged to complete their Rover Basic Training and obtain their Gilwell Woggle.

## DUTIES AND RESPONSIBILITIES

1. Formulate the Roverscope activity and prepare onsite activity budgets;
2. Develop and foster a team based environment for all Roverscope staff;
3. Work with, and be under the control of the Activities Directorate for the activity to be fully integrated into the Venture Program;
4. Coordinate the site location, size of site, cost of onsite activities, equipment, including printed material, such as the Roverscope booklet, to be arranged through the Activities Directorate, the same as any other Venture activity. However, staffing of the activity is the direct responsibility of the Rover Scout Section, through the NRC and BRCs;
5. Allocate overall numbers of Rover Scouts required from each Branch, normally on a percentage basis;
6. Be responsible for organising an appropriate 'uniform' to be worn by Roverscope staff; and
7. At the conclusion of the event all financial affairs are wound up with the balance (surplus or deficit) being a part of the Venture finances;
8. Establish and maintain a line of communication with all Venture and Contingent Leaders.
9. The Roverscope Coordinator looks after the welfare of the team,
10. Attend to any disciplinary action required, in consultation with the Activities Director and the respective member's BRC Chairperson.
11. Ensure that the standard of uniform is maintained on and off site; and
12. Compose duty rosters, allocating duties and free time.
13. Be responsible to the NRC Vice Chairperson as a project officer of the NRC.
14. Report to the NRC and the Venture Activities Directorate prior to, and following the Venture.

NOTES: The position of Roverscope Coordinator is a standing project officer's role and a non-exec role of the National Rover Council.

# Duty Statement for NRC Delegate (BRC Representative Position)

## ELIGIBILITY

1. The position of NRC Delegate shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of the term.
3. NRC Delegate must not be automatically selected on the basis of holding another position.
4. Nominees must be able to attend the next NRC Conference.
5. Applicants are encouraged to complete their Rover Basic Training and obtain their Gilwell Woggle.

## DUTIES AND RESPONSIBILITIES

1. The NRC Delegate will be responsible for keeping their BRC up-to-date with relevant changes and decisions that may influence the decisions of their respective BRCs
2. The NRC Delegate will assist their BRC Chairperson (Delegation Leader) to represent their Branch at NRC meetings throughout the year.
3. NRC delegates can expect work as a collaborative team under the direction of the NRC Vice Chairperson on various projects of the NRC.
4. The NRC Delegate will assist the running of the NRC by taking on a project or area to manage for the duration of their time in office.
5. The NRC Delegate will lead the process of consulting for and drafting of papers from their Branch to be presented at NRC
6. NRC delegates will be expected to conduct a comprehensive handover with their successor at the completion of their term, therefore good communication skills will be essential
7. Attend NRC Conferences and any NRC online meetings as requested.
8. The NRC Delegates will produce reports as requested detailing the work done, which is relevant to these duties.

## Project Officer Tasking.

Project Officers report to the National Rover Council (NRC). Project Officer roles may or may not need ratification by the NRC, either at a remote meeting or Conference. The NRC Executive maintains the right to allocate NRC Project Officer roles outside of meetings.

When looking to fill a Project Officer role, a person can be sought:

- a) By skills targeting (targeting a person for the role with relevant skills or passion);
- b) From the NRC Delegates; or
- c) Widely advertised for through Branch Rover Councils.

There must be a structured purpose for the project, with clear timeframes and style (research only, recommendation based, data source etc.). A Project Officer only has NRC representation authority within the scope of their project, e.g. when seeking feedback. The Project Officer has no authority to represent the NRC outside of their project.

Key project dates need to be provided by the NRC Executive (e.g. end date and reporting milestones). It is suggested that at least two milestone dates should be set. It is advised that final dates are decided in consultation with the Project Officer. The Project Officer is responsible for authoring any reports/presentation of outputs of some form, which are to be clearly outlined in the role description.

When tasking a Project Officer, the NRC Executive should consider:

- a) That projects cannot always be completed within a timeframe and therefore a member of the NRC Executive will need to manage and consult for extensions; and
- b) The age of the Project Officer – will the project extend outside their 26<sup>th</sup> birthday and if this is appropriate.

## Section 2: NRC Conference Organising and Financing

### SCOPE

That the policy outlines the responsibilities of each key stakeholder in the organisation of the annual National Rover Council Conference.

### ROLES AND RESPONSIBILITIES.

The NRC Secretary is to bear the overall responsibility for the annual organisation of conference including;

- a) Confirm bookings with the host Branch Rover Council for the; venue, catering, transport options & other activities for the NRC Conference no later than 3 months before the commencement of Conference
- b) Publish the NRC Conference info packs to all attendees and encourage timely registrations.
- c) Receive the invoices for catering, accommodation, transport & other activities for processing and payment by the national office by no later than 7 weeks prior to the commencement of Conference
- d) Receive all registrations for Conference including flight-booking requests by Delegates, Advisers and Observers by no later than 7 weeks prior to Conference for processing and payment by the national office by no later than 7 weeks prior to the commencement of Conference
- e) Generate and distribute invoices to Branch Rover Council's & NRC Executive for Conference associated costs on a per head basis, plus the flight rationalisation costs and any additional requested delegation members' flights by no later than 6 weeks prior to the commencement of Conference.
- f) Ensure that Branch Rover Councils have paid their Conference invoices prior to the commencement of Conference

The NRC Executive

- a) Submit any papers for Conference no later than 6 weeks prior to the commencement of Conference
- b) Publish both the Plenary and Conference agenda no later than 5 weeks prior to the commencement of Conference
- c) Arrange workshops across a range of topics, along with subject matter experts to facilitate workshops, giving them adequate notice of 6 weeks in order to prepare.
- d) Support the NRC secretary in their duties where required.

### The NRC Chairperson

- a) Invite and coordinate the registrations of the National Team members or any additional guests through the Conference registration form no later than 7 weeks prior to Conference.
- b) Manage any payment disputes between the NRC Executive, Host BRC, National Office and BRC delegations.

### The Host Branch Rover Council

- a) Submit a tender to host the National Rover Council Conference outlining dates, location, relative transport times indicative budget and other essential information at the NRC Conference immediately prior to the intended hosted Conference.
- b) Liaise with the NRC Secretary on the venue, catering, transport arrangements & other activities for the NRC Conference.

### Branch Rover Council Chairperson's

- a) Confirm Branch Delegation numbers and names of attendees including all requested flight bookings to the NRC Conference through the Conference registration form no later than 7 weeks prior to Conference.
- b) Submit any papers for Conference no later than 6 weeks prior to the commencement of Conference
- c) Pay into the NRC operational account the received invoice from the national office for Conference-associated costs and flight bookings by the commencement of Conference.

## **FLIGHT RATIONALISATION**

### Flight Rationalisation Policy – For Attending National Rover Council Annual General Meetings

Travel costs to 'non-Moot' meetings of the National Rover Council (NRC) are met through travel rationalisation.

The following applies:

Travel rationalisation is where the total of the fares for each of the two Branch delegates is divided equally between the participating Branches. The effect of this is that the seven Branches pay an average fare for the 16 delegates, with the Branches who exceed the average receiving a refund and the Branches who are less than the average, including the host Branch, contributing. Travel rationalisation is managed by the NRC Secretary and put through their invoicing for the event.

*Those Branches who are participating in travel rationalisation must adhere to the following points:*

- a) All Branch Delegation members should endeavour to submit their flight booking requests through the Conference registration form 7 weeks prior to the commencement of Conference. Airfares will be booked by the national office for the cheapest available price at time of booking.
- b) If registrations and flights booking requests by Branch voting delegates are submitted less than 7 weeks prior to the commencement of Conference the Branch is then liable for the full cost of their flights as well as their contribution to the NRC travel rationalisation policy but no refund.
- c) Flight rationalisation applies only to flights to/from the nearest capital city of the delegate to the nearest capital city where the NRC meeting is being held or in the case where there is a closer and cheaper arrival airport. For the purpose of this policy, Launceston (TAS) is considered to be the equivalent of a capital city.
- d) The NRC secretary should be contacted in the event of unforeseen circumstances arising.

Flight rationalisation only applies to a maximum of two direct return flights per branch (with the exception of where it is cheaper to have a stop over or not possible to fly direct). Where Branch delegation members that exceed the two voting delegates (i.e. Observers & Advisers) have requested flights through the Conference registration form airfare costs for these flights will be charged back to Branches at the booking price, on their Conference invoices. It will be the Branches responsibility to collect any costs it doesn't cover from their observers.

Where Branch observers and advisers have not completed a flight-booking request through the Conference registration form 7 weeks prior to Conference, that delegation member will be required to make their own flight booking.

## Section 3: Moot Buddies Procedures

The National Rover Council (NRC) has full and complete control of the Moot Buddies Scheme to negate the need for a handover between Moot organising committees and the risk of an incomplete handover.

The Moot Buddies Scheme is only available to Australian Rover Scouts. International applicants may refer to the Scouts Australia International Office for other funding opportunities.

### ELIGIBILITY CRITERIA:

- a) The applicant is a current registered & financial Australian Rover Scouts within their Branch.
- b) The applicant must have submitted an application to attend the National Moot
- c) The applicant must be attending the National Moot in a participant capacity
- d) The applicant must have paid the deposit in full set out by the National Moot Organising Team by the Moot Buddies application closing date
- e) The applicant must select expeditions in the lowest third price range
- f) The applicant must have their Moot Buddies Application endorsed by all required Chairs/Crew Leaders
- g) The applicant must not have previously been funded through the Moot Buddies Scheme.

### ASSESSMENT CRITERIA

- a) The extent that the applicant is actively involved in their Rover Crew's program.
- b) The contribution to the community (either inside or outside of scouting) the applicant has made in the last 12 months.
- c) The level of fundraising the applicant have done towards attending the National Moot
- d) The degree of financial hardship the applicant would face in attending the National Moot if supported through the Moot Buddies Scheme.

### APPLICATION PROCESS

- a) Apply for attendance at the next Moot and receive a Moot ID Number.
- b) Complete a Moot Buddies Application Form.
- c) Discuss with your Crew Leader or Rover Adviser and have your application endorsed.
- d) Application is assessed and endorsed by Region Rover Council/Community Chairperson (optional).
- e) Application is assessed and endorsed by Branch Rover Council (BRC) Chair.
- f) Application is submitted to the NRC Vice Chair.



## **ASSESSMENT PROCESS**

- a) NRC Executive assesses all applications against the 'Application Assessment Criteria' below.
- b) The NRC Executive shall determine how many subsidies will be available for that Moot and their value.
- c) NRC Vice Chairperson will advise all applicants and BRC Chairs of successful and non-successful applications within their Branch.
- d) NRC Vice Chairperson advises the Moot organising committee of the result of all applications so that the committee may give consideration to extended payment dates for unsuccessful Moot Buddies applicants.

## **APPLICATION TIMELINE**

Moot Buddies application forms are to be released by the NRC Executive within one months after release of Australian Rover Moot applications.

The period of application is variable, however applications must close two months prior to the final Moot base fee (excluding expedition fee) being due.

NRC Vice Chair person to advise all applicants, the Moot organising committee and BRC Chairperson of the outcomes of the application process at least one month prior to the Base Fee due date.

NRC Executive to make payment of all successful applications at least two weeks prior to the final Moot base fee (excluding expedition fee) being due.

The Moot organising committee is to update the application status of the successful applicants in the Moot application system immediately following payment from the NRC Executive.

## Section 4: Remote Meeting Etiquette

### RATIONALE

To ensure that attendees of the National Rover Council remote meeting are aware of and adhere to the following procedures to ensure NRC remote meetings run smoothly and effectively.

### PROCEDURE

By following the below procedures NRC remote meetings will be able to proceed with efficiency;

- a) All reports and agenda items should be submitted prior to the meeting with sufficient time for circulation as outlined in the NRC Standing Orders Article 3 – Meeting Procedures.
- b) Attendees should aim to arrive promptly, preferably 5 minutes before the scheduled commencement time.
- c) The NRC Chairperson will properly introduce all attendees by name and branch or national role at the beginning of the meeting.
- d) Attendees should give the meeting their full attention.
- e) In the event of screen sharing, all unnecessary programs should be closed before the meeting.
- f) All attendees are to mute themselves when not speaking.
- g) If clarification is needed ask questions via non-disruptive features.
- h) The NRC Chairperson will where possible encourage all attendees to contribute.
- i) All attendees should be mindful of timing and where practical prepare speaking notes to agenda items prior to the meeting.

## Section 5: Publications and Merchandise

### PUBLICATIONS

- a) Before BRCs produce marketing materials they should invite other BRCs to come in on the production runs.
- b) The NRC should approve Rover Scouts publications intended for national use.
- c) All Rover Scouts publications be produced in an electronic format and be made accessible for the National Scout website.
- d) That the NRC operate [www.rovers.com.au](http://www.rovers.com.au)
- e) The logo of the Rover Scout Section shall be the 'Scouts Australia Logo' with the words Rover Scouts as outlined in the Scouts Australia Brand Manual.

### MERCHANDISE

- a) Merchandise advertised as on the Rover Australia website may not be reproduced by another Rover Scouts or formation without the permission of the current producer.
- b) The NRC Vice Chairperson and the NRC Promotions and Marketing officer are responsible for ensuring the register is maintained on the Rovers Australia website.
- c) That the NRC endeavour to provide contacts to potential purchasers of producers of requested merchandise
- d) That BRC's or other Rover Scout event organising committees do not apply a tariff to interstate Rover Scout products being sold through their website in person or at their event.
- e) In the event of tariffs being applied to merchandise, the Event Committee or Branch responsible is required to pay a penalty of equal amount of revenues collected from such tariff to the original supplier of the merchandise, be it Crew or Branch etc.

## **Section 6: Rover Challenge**

*The purpose of the Rover Challenge is to encourage Rover to improve their program by challenging themselves and pushing their boundaries.*

### **OVERVIEW**

Activity Groups of registered Rover Scouts wishing to have their initiatives funded would need to submit a tender, which must include a budget and a description of the activity, which is being run. NRC would decide on worthwhile tenders against a set of criteria, with up to \$1,000 going towards the selected initiatives for every 6 months. The NRC will provide the payment to the Activity Groups upon selection of their activity. Activity Groups would be required to provide both a final report and invoices for the activity that a grant has been provided for. Unused funds and in the absence of quality tenders as decided by the NRC, Challenge grants can be rolled into the next half year period up to a limit of \$5000.

The existing budget from the NRC Rover Development Fund for the Crew Challenge will be reallocated to the present proposal, with \$2,000 set aside each financial year.

### **RESPONSIBILITIES**

The National Rover Council (NRC) Vice Chairperson is responsible for managing the Rover Challenge program each year. This includes national promotion, reviewing nominations and making recommendations and presentation of awards.

Branch Rover Councils (BRCs) are responsible for promoting the Rover Challenge within their Branch and support eligible Rover Scouts applications.

### **TIMING**

Entries are open from 1<sup>st</sup> of February to the 30<sup>th</sup> of June and 1<sup>st</sup> of August to the 31<sup>st</sup> of December each year.

Submissions are to be made to the NRC Vice Chairperson before the closing date, via the application form.

The NRC Vice Chairperson will work with a panel to decide the allocation of funding to winning entries every 6 months.

The winning entry will be announced at the NRC July remote meeting and the Annual General Meeting each year.

### **SUBMISSION**

Submissions must be provided in a presentable format (report, video, slide show, news articles, interview etc.)

Review the updated guidelines after 2 years in 2021.

## **Part III: National Rover Council – Guidelines. Branch Rover Council Responsibilities to the NRC**

### **BE REPRESENTED AT ALL MEETINGS**

The National Rover Council (NRC) has one face-to-face meeting per year, as well as three or four remote meetings, as needed. These meetings represent an important opportunity to discuss issues affecting the section and make decisions on the future of Rover Scouts. As such, it is expected that each Branch Rover Council (BRC) ensure they are represented at all meetings.

Responsible for completion: BRC Chair/Delegation Leader  
Responsible to: NRC Chair

### **PROMPTLY COMMUNICATE UPDATES TO THE CONTACT LIST**

An up to date contact list is vital in ensuring effective communication to members of the NRC. It is the list that all important information is sent to, including information about upcoming meetings and progress on decisions. As each BRC has elections and handovers at a different time of year, the NRC contact list is updated constantly.

Information to be provided: Name, Address, Phone Number, Email Address  
Responsible for completion: Incoming BRC Chair  
Responsible to: NRC Secretary via email [nrcsecretary@scouts.com.au](mailto:nrcsecretary@scouts.com.au)

### **PRESENT A REPORT TO NRC MEETINGS IN A TIMELY MANNER**

NRC meetings represent an important opportunity to communicate with other BRC's. Presenting a report to the meeting allows the sharing of successes and a place to solve issues. A report template has been created to assist BRC's in writing their report and ensuring consistency of reporting.

Responsible to complete: BRC Delegation  
Responsible to: NRC Secretary via email [nrcsecretary@scouts.com.au](mailto:nrcsecretary@scouts.com.au)

### **ENSURE INFORMATION FROM NRC IS DISSEMINATED BACK TO YOUR ROVER SCOUTS**

The NRC works for all Rover Scouts. As a result, there is a lot of information that comes from NRC meetings, and the NRC Executive, which should be widely distributed. BRC's have a responsibility to pass information on to their Rover Scouts in a timely manner. Distribution methods will vary, but some examples include an NRC agenda item at BRC meetings, publishing information in newsletters or distribution via email.

Responsible for completion: BRC Delegation  
Responsible to: NRC Executive

# Roverscope Guidelines

Roverscope is an onsite activity held as part of National Venture, run entirely by Rover Scouts. It usually involves a mixture of physical activities and relaxation space for Venturers to attend at their leisure.

It has two main aims:

1. To provide a fun and entertaining activity for Venturers to enjoy; and
2. To promote the Rover Scout Section to the Venturers at the Venture, with the intention of encouraging those Venturers to become Rover Scouts.

The activities run as part of Roverscope change with each Venture, however the right mix of relaxation space and Rover style activities is a must. The best way to promote the Rover Scout Section is to give Venturers a taste of what Rover Scouts actually do. Successful previous activities have included a Rover Scout Motorsport car, jelly wrestling, arcade games and due to the time of year National Ventures are held, any activity involving water, sprinklers or fans.

## THE SCOPE OF PROMOTION

Roverscope is a national promotional activity for Rover Scouts and as such it should contain information relating to the Rover Scout Section from all States and Territories. It is the responsibility of Branch Rover Councils (BRC) to provide information to the Roverscope Coordinator about their Branch, including activities, Crew contact details and other information that would assist in the promotion of the Section. Promotional material should also be made available including posters, brochures, banners, and similar.

## THE STRUCTURE OF ROVERSCOPE

The Roverscope activity has in the past been seen as one of the highlights of the onsite activities during the National Venture. This has been mainly due to the fact that it has been able to combine a relaxing space with a high energy activity arena, all whilst promoting and encouraging Venturers to consider linking and moving to the Rover Scout Section. Whilst the specific activities undertaken at Roverscope will differ between Ventures, and noting that activities need to be approved by the respective Activities Director at the Venture, the following should form the core of the Roverscope Activity:

- a) A relaxing space that enables Roverscope staff to discuss the Rover Scout Section with Venturers, including providing contact details for their local Rover Crews;
- b) Promotional area that contains promotional material and similar for the Rover Scout Section and each Branch; and a high energy activity area (which may only be operational in the evenings) that has activities involving challenge, competition and fun.

## **THE ROVERSCOPE SHIELD**

The Roverscope Shield is a Branch vs Branch competition for Venturers, facilitated by the Roverscope team. This competition usually takes place over a number of days or nights, and involves multiple activities for Venturers to compete in. At the end of the competition, one Branch is awarded the shield. The Roverscope Team should provide each Contingent Leader a list of activities and numbers required for each activity with enough time for them to get teams together to compete.

## **IDENTIFICATION OF ROVERS**

As one of the main aims of Roverscope is to promote the Rover Scout Section, it is important that Venturers who enter the activity area can easily identify Rovers. This identification is up to the Roverscope Coordinator but may involve the wearing of Rover Uniform, a Roverscope t-shirt, distinctive scarves or hats etc.

Roverscope is also the place where promotion of the upcoming National Rover Moot will be done, however this promotion should never overshadow the activities or promotion of the Rover Scout Section.

## **ROLE OF NATIONAL ROVERSCOPE COORDINATOR:**

1. The role of the National Roverscope Coordinator is outlined in the duty statement found in the Standing Orders of the National Rover Council

## **ROVERSCOPE STAFFS ARE TO:**

- a) Be a good representative of the Rover Scout Section;
- b) Engage with Venturers in a positive way throughout the Venture;
- c) Run Roverscope activities as directed by the Roverscope Coordinator;
- d) Promote the Rover Scout Section and encourage Venturers to progress to Rovers;
- e) Have fun.

## **BRCS ARE TO:**

- a) Provide marketing resources to the Roverscope Coordinator; and
- b) Source Rovers from their Branch to work on Roverscope at the event, and provide these names to the Roverscope Coordinator.

## **THE NRC IS RESPONSIBLE FOR:**

- a) Appointing a Roverscope Coordinator at least two years prior to the Venture and inform the Venture Organising Committee of this selection;
- b) Inviting the Roverscope Coordinator to present a report at all meetings of the National Rover Council leading up to and following the Venture; and
- c) Providing support to the Roverscope Coordinator as required.

## The 1<sup>st</sup> Australian Rover Crew

The 1<sup>st</sup> Australian Rover Crew is formed by the Rovers who come together to provide service at each National Venture and Jamboree. This group is recognised with a nametape to be worn on the Rover's uniform. The Crew is only active for the duration of the Jamboree or Venture, and the name tapes can be worn for as long as desired to help promote giving service at national events. The uniform of the 1<sup>st</sup> Australian Rover Crew shall consist of a navy name tape with the legend "1<sup>st</sup> Australian Rover Crew" in gold.



# National Rover Service Award

The National Rover Service Award is awarded by the respective Branches of the Rover Scout section to recognise sustained, exceptional service to the Rover Scout section. The National Rover Service Award is an Adult Recognition Award and should be recognised as such. Its name may vary across Branches. The National Rover Service Award Medallion accompanies its presentation on a red and white ribbon.

## NOMINATION OF CANDIDATES

Any past or present member of the Rover Scout section may nominate individuals.

## MINIMUM PERIOD OF OUTSTANDING SERVICE TO THE ROVER SECTION:

- a) 5 Years for Rovers Scouts
- or
- b) 10 Years for Uniformed Members/Supporters

This may be at the Crew, Region, Branch or National level, and may include (but is not limited to) time spent on event committees or Executive committees.

This service must be of an outstanding nature. It must be carried out to a high standard, and simply fulfilling the expectations of a role is not necessarily enough. Finally, the service rendered must be of direct benefit to the Rover Scout section.

The Award committee may consider where an individual has contributed outstanding service both as a Rover and as a Uniformed Member/Supporter of the Rover Scout section, a balance between the 2 respective periods.

In instances where a member has completed exceptional service, in terms of both quality and intensity, the minimum period of outstanding service may be reduced, however the level of service provided in these circumstances should be comparable to outstanding service lasting the prescribed period.

## APPRAISAL OF NOMINATIONS

A committee within the respective Branch shall consider nominations. This committee shall include current Rovers.

# National Quality Rover Award Guidelines

Rover Scouts should strive to have an engaging and diverse program. The Quality Roving Award is a framework with which to award Rover crews who uphold this standard, and to give a structure for all Rover crews to strive towards.

As part of this award the crew should construct and submit a logbook with the application for the award. The logbook should be a record of your crew's activities for the year and contain as many photos as possible. It should be at least 6 pages including photos and can be electronic.

This award should be assessed by a panel within the relevant Branch Rover Council Crews that qualify for the Quality Roving Award will be presented the award at the Branch Rover AGM or awards dinner by the BRC Chairperson or their delegate. A certificate will be given to the Crew and each Crew member shall receive a badge that can be worn on their uniform.

## REQUIREMENTS FOR THE AWARD

- a) A responsible Rover Adviser or Crew leader
- b) Crew leader has completed their basic training, with other members of the crew encouraged to complete their training as well
- c) Retention of 70% of crewmembers under 25 from one year to the next, and net growth in the crew.
- d) Metropolitan crews should have at least 10 members and regional crews should have at least 5 members – crew status to be determined by branch
- e) 25% activities away from the den, 2/3 of these not run by the Region or Branch Rover Council.
- f) 5 overnight activities or a total of 10 nights out overnight
- g) 1 activity with the group, if Rover Crew is not associated with the group then a district, zone, region or branch activity which has participation with members from at least 2 other sections
- h) 4 activities with local Venturer units
- i) 2 community involvement activities, one of these must be outside of the scouting movement
- j) Active involvement in 2/3 of Region Rover Councils or Branch Rover Councils (if the crew does not have a Region Rover Council), which must include the AGM
- k) A diverse program with activities planned from all challenge areas and/or reviewed under all SPICES areas
- l) The crew Executive should meet at least quarterly to discuss issues of importance of the crew
- m) If a Crew believes they satisfy these criteria for the awarding of the QRA, the application for the award, along with the appropriate documentation needs to be presented to their respective Branch Rover Council. With the endorsement of the Crew Leader and Regional Rover Council Chairperson or equivalent (if applicable)

# Baden Powell Scout Award

The current Baden Powell Scout Award commenced on 1<sup>st</sup> January 2014.

The current Baden Powell Scout Award is a nationally consistent award and as such Branch Rover Councils cannot make changes to the content of the Award Scheme.

## SELF REFLECTION INTERVIEW

This interview is to be facilitated by the Baden Powell Support Team and is designed to help the Rover Scout reflect on their growth as a person over the time they spent working on the Award.

## HOW THE AWARD WILL BE MANAGED

- a) The Rover Scout Award Scheme will be as specified by Scouts Australia nationally.
- b) All Rover Crews in Australia shall use the National Squire Training and Crew Membership requirements. Crews may not add to, remove from, or otherwise amend these requirements.
- c) The nomination must be approved or otherwise by the applicants own Rover Crew by the Rover's 26<sup>th</sup> birthday., this approval occurs after self reflection interview.
- d) Region Rover Communities (where one exists) shall be notified of nominations for the BP Award at the meeting immediately following their receipt, and forward to the Branch Rover Council without delay.
- e) Branch Rover Councils shall be notified of nominations for the BP Award at the meeting immediately following their receipt from either the Rover Crew or Regions Rover Council (where one exists) of the Awardee.
- f) That when the BRC is asked to resolve Award Scheme disputes under the Branch Dispute Resolution Policy.
- g) The pre-commencement consultation process between a Rover and the BPSA Support Team will be to submit a proposal to the BPSA Support Team.
- h) Rover Crews are required to notify the BPSA Support Team of all badges awarded for tracking purposes only.

# Baden Powell Scout Award Support Team

The Baden Powell Award Scheme requires each Branch to have a Support Team to assist current and future Rovers to gain the Baden-Powell Scout Award.

## **BPSA SUPPORT TEAM AIMS & FUNCTIONS**

### **Aims:**

- a) To oversee, promote and foster the Rover Scout Award Scheme within the Branch.
- b) To assist Rover Crews in delivering the Rover Award Scheme to their members.
- c) To provide expert advice to Rover Crews and Region Rover Council (where one exists) on the Rover Scout Award Scheme.

### **Functions:**

- a) Promotion of the St George and Baden-Powell Scout Awards.
- b) Assisting Rovers and Crews to ensure that a clear and defined set of criteria is designed for each member completing the award.
- c) Ensure that all Awards are maintained to a National Standard, and meet the National requirements for the Award
- d) Supporting Rovers who are undertaking the award and monitoring their progress.
- e) Working with the Branch Rover Training Team to deliver training on the Rover Award Scheme.
- f) Recruitment and development of the BPSA Support Team.
- g) Facilitating the Self-Reflection Interviews.

## **MEMBERSHIP**

The BPSA Support Team shall consist of at least three members of the Branch, where Rover Crews report directly to their BRC. Where Rover Crews report to regions, this shall be the requirement of each region. Branches may choose to have a larger Support Team if they feel it is required.

BPSA Support Team will be supported by the BRC Executive in the performance of their functions.

## **MEMBERSHIP REQUIREMENTS**

To become a member of the BPSA Support Team you must have the following:

### **Prerequisites for appointment of a Rover:**

- a) Be a registered Rover.
- b) Be Fully Invested/Knighted Rover.
- c) Attend a BPSA Training Session, or have experience deemed to be equivalent by the BPSA Support Team.

### **Prerequisites for appointment of a Non-Rover:**

- a) Hold Certificate of Adult Appointment as a Rover Adviser or as a Commissioner in the Rover Section.
- b) Attend a BPSA Training Session, or have experience deemed to be equivalent by the BPSA Support Team.

Members of the Support Team will be appointed for a period of two years, there are no limit to the number of terms that a member can commit to.

Members who are appointed to the Support Team can serve out their current term on the BPSA Support Team as long as they remain financial members of their Branch, as the role is non-contingent on other appointments.

### **FINANCES**

The BPSA Support Team will draw any funds required for operation from the Branch Rover Council directly.

# Contingents to Interstate Rover Events

## INTRODUCTION

All Rover Scouts and other registered members attending an interstate Rover Scout event at a Region or Branch level must do so as a part of a formal Contingent. The Contingent must have an appointed Contingent Leader, to act as the liaison between the event organizers, home branch and host branch and event contingent participants.

## APPOINTMENT OF CONTINGENT LEADERS.

The following process outlines the appointment method of a Contingent Leader to an interstate Rover Scout event;

- a) Applicants submit an expression of interest in being appointed as a contingent leader to a specific interstate rover event to the BRC Chairperson. The expression of interest is to outline; key information about the event, state why they are suitable for the position and any previous relevant experience.
- b) The BRC Chairperson presents any nominations to a meeting of the BRC, who then select an applicant to be recommended for appointment as a contingent leader.
- c) Upon the decision being ratified, the successful applicant is appointed to the position of contingent leader for a specific event.

## RESPONSIBILITIES OF CONTINGENT LEADERS.

- a) Lead and be responsible for the welfare of the contingent attending an event.
- b) Complete required paperwork relating to interstate travel and ensuring it is distributed to relevant scouting personal.
- c) Liaise on behalf of Home Branch with the organising committee of the event the contingent will be attending.
- d) Complete, if required a report to the Branch Rover Council, post event.

## NOTES

In the event of an urgent need to quickly appoint a contingent leader, the BRC Chairperson will use their discretion to do so, in consultation with the Region Chairperson or Crew Leader of the Rover Scout who is to be appointed as the contingent leader for an interstate Rover Scout event.

Members of the National Team can elect to attend as apart of a national team contingent, where acting in an official capacity, in this instant the NRC chairperson would fulfill the role of the BRC Chair. However the home branch of the National Team member must still be notified of the intent to travel.

## Contingents to International Rover Scout Events

All Rover Scout and other registered members attending international Rover Scout events must do so as a part of a formal Contingent. The Contingent must have an appointed Contingent Leader, to act as the liaison between the event organisers, National Commissioner International and host National Scout Organisation and contingent event participants

The Australian Contingent Leader to overseas Rover Scout events should, where practical, be a Rover Scout for the duration of the organising and event itself.

The appointment of Contingent Leaders is done two years in advance of the event, where practical. The National Commissioner International makes this appointment with input from the NRC Chairperson on behalf of the NRC.

Applications to attend international events should be approved by the applicants Branch Rover Council, in conjunction with Branch policies.

It is at the discretion of the International Commissioner and National General Manager to accept requests for a contingent fee cost breakdown

# Website Guidelines

The following are guidelines to assist BRCs and Units with designing their websites. These have been developed to provide consistency across the Rover Scout section.

## COLOUR SCHEME

The 'Rover Red' is to be tied into the colour scheme of the website and appear as a theme for the site. This can be subtle, such as including the red in buttons and tabs, or more obvious, such as in headers, footer and banners.

## PAGE NAME

The page name when searched on Google should contain 'Rover Scouts' – eg. Queensland Rover Scouts, WA Rover Scouts, etc.

The term 'Rover Scouts' should always be used when referring to the Rover Scout section in communications targeted towards the public. This means for areas of the website which are accessible by the general public, Rover Scouts is the correct terminology. For your member-specific areas which require a login, using 'Rovers' is appropriate.

This helps the public identify that we are part of Scouts, rather than another miscellaneous recreational club (eg. car club or football club).

This should be the case for all platforms – from websites, to Facebook, to Instagram.

## LOGO

The Rover Scouts logo (with the option of the Branch name underneath) should be placed on the top-right hand side of the website header. This can be instead of, or alongside your Branch's own logo.

When the Rover Scouts logo is clicked on, it should re-direct to [www.rovers.scouts.com.au](http://www.rovers.scouts.com.au)

## LANGUAGE

- a) 'Rover Scouts' to be used instead of 'Rovers' for all materials targeted at the public, for the reasons outlined in the 'Page Name' section.
- b) Once a Branch has transitioned into the new program, the following language must be updated:
- c) 'Unit' to replace 'Crew';
- d) 'Achievement pathways' to replace award scheme
- e) References to 'Squire training' to be removed;
- f) References to the Knighthood theme should be removed – this includes images. It is up to individual units to choose their symbolic framework, rather than BRCs;
- g) 'Knights and squires' to be 'mentorship system' or 'mentors and mentees' or similar;
- h) Any reference to the Rover Scouts Australia motto being "service" to be updated to "beyond the horizon". Note: this does not apply to Branches whose motto includes "service".

The exception to the items above is where there is a 'History' page on a website.



## PICTURES

From the Scouts Australia Brand Book:

- a) "There are two types of photography that really show off Scouting at its best.
- b) Photos of Scouting in action (usually youth members outdoors)
- c) Photos taken from the point of view of the participant (eg. showing what it feels like to be in a tent, or canoe, where only part of the body may be visible. Eg. hands, feet, or back)"

## FONTS

Nunito Sans or Arial should be used for all website content – this is in line with the Brand Book for Scouts Australia. Nunito Sans can be downloaded from here:

<https://fonts.google.com/specimen/Nunito+Sans>

## ESSENTIAL WEBSITE SECTIONS

Each page should have: What are Rover Scouts? (or similar). Branches can personalise the description to suit their own Branch, however, it should convey the same meaning as the description provided on the Scouts Australia Rover Scout page, so that potential members are getting consistent information. This is contained on: <https://scouts.com.au/join/rovers/>

In this section you should also provide a direct link to either the BRC or relevant Branch's 'membership enquiry' form.

- a) A 'crew locator' function (map or otherwise) is also helpful for prospective members.
- b) A 'What's on?', 'Events' or similar page should be created, with links to the websites of major events such as the upcoming national Moot. A calendar of events relevant to the Rover Scout section could also be added.
- c) An 'Awards' or 'Program' section which talks about the Rover Service Award (and how to apply) and the Baden Powell Scout Award should be included as a minimum.
- d) If this is a 'program' section, you may choose to provide links to adventurous activity teams and information about the new youth program.
- e) A 'Resources' page which lists relevant resources for that BRC and Branch – eg. Working with Children check, Child Safe policy, etc.
- f) A 'Training' section which has details of upcoming Basic or Advanced courses, and details of how to contact the Training Officer or team.
- g) A link to the eLearning should also be included.
- h) A contact section should be created, and this should have up-to-date links to the [www.rovers.scouts.com.au](http://www.rovers.scouts.com.au) website, alongside each Branch's Rover website (or Branch website when no Rover website is available).

## EXAMPLES OF OPTIONAL WEBSITE SECTIONS

- a) A social feed which links to a hashtag, Facebook or Instagram page can be incorporated to increase engagement across platforms.
- b) If your branch has merchandise, then a merchandise tab with an online shop or details on where to purchase items directly. A link to the national merchandise register could also be provided.

# Australian Rover Moot Guidelines

Organisation of the Australian Rover Moot shall conform with the National Major Events policy and the educational outcomes of the Rover Scout Section.

Interstate applicants who wish to attend must be approved by their Branch, International applicants by their National Scout Organisation:

- a) Participation is restricted to Australian Rover-aged members of Scouts Australia and Girl Guides Australia.
- b) Overseas participants must be aged in accordance with World Organization of the Scout Movement guidelines.
- c) People of the over aged bracket from these organisations can also attend as staff or participants and other members at the discretion of the Chief Commissioner of Australia.
- d) Australian applications to attend National Events should be approved by the applicant's Branch Rover Council (BRC).
- e) Each Branch must appoint a Contingent Leader and Welfare Officer as a minimum, subject to the position descriptions available, to manage and care for contingent members.
- f) Moot organising committees should keep all BRCs, the National Rover Council (NRC) Executive and the National Operations Committee fully informed of arrangements as they progress. Moot progress reports shall conform to the National Major Events Policy.
- g) Contact with the Chief Scout of Australia and any Commonwealth Government instrumentality must be carried out in consultation with the National Executive Committee.
- h) All international contacts must be carried out in consultation with the National Commissioner - International.
- i) Following the Moot, the host Branch shall complete a full report which will be made available to any requesting Branch, which a copy retained with the National Office. This report shall include a financial breakdown showing expenditure, receipts, and net profit/loss.
- j) Each Australian Moot includes service in the program in such a way that at least 90 per cent of attendees will do some service.

## ROVER YOUTH FORUM

- a) A Rover Youth Forum is to be run in conjunction with every Australian Moot.
- b) Each participating Branch will provide four delegates to the Forum.
- c) Overseas contingents attending any Australian Moot are invited to attend and participate in the Forum.
- d) Representatives from the Girl Guides Olave Program are invited to attend and participate in the Forum.
- e) The Forum organiser is to provide a report on the outcomes of the forum to the NRC and each BRC within four months of the conclusion of the forum.

## Rover Scout Motorsports

Branches are encouraged to embrace national branding for Rover Scout Motorsport ('Rovers Motorsport'), to encourage the sharing of ideas and resources, as well as providing Australia-wide recognition.

Existing Confederation of Australian Motorsports (CAMs) guidelines are the minimum community standard for the majority of motorsport conducted by Scouting in Australia.

Where CAMs does not provide guidelines for a specific motorsport activity the NRC will identify a more appropriate organisation

## **Rover Adviser Expectations**

Rover Advisers build open and honest relationships with Rover Scouts in order to allow them to maximise their Physical, Intellectual, Social, Spiritual and Emotional development.

### **PROVIDES A CLEAR SENSE OF DIRECTION**

- a) Provides the Crew with the skills to enable them to solve problems without solving them for them
- b) Acknowledging that making mistakes is part of a learning process and that when mistakes are made, they are not ignored and the Crew learns from them
- c) Is proactive in assisting the Crew to provide interesting and relevant activities for its members; including taking on an organising role when required
- d) Maintains the consistency and integrity of the Rover Crew
- e) Ensures that the Crew are aware of the moral, legal and ethical obligations
- f) Promotes and supports the Baden-Powell Scout Award

### **LEADS BY EXAMPLE**

- a) Reserves judgments and keeps an open mind
- b) Behaves in accordance with the *Adult Code of Conduct*
- c) Sets a high standard of behaviour and acts positively
- d) Demonstrates drive, energy, initiative and personal accountability to get results for their Crews
- e) Develops constructive relationships with Crew members
- f) Completes all appropriate training in a timely manner

### **SUSTAINS AN ENVIRONMENT FOR ROVER SCOUTS TO BE SUCCESSFUL**

- a) Acts as a mentor for the Crew
- b) Develops the Executive to operate an effective Crew
- c) Ensures a climate exists where Rover Scouts feel comfortable in raising issues
- d) Understands the learning needs of Rover Scouts and provides them with opportunities to achieve success both for the Crew and individually
- e) Ensures that fun is an integral part of the Rover Crew

### **DEMONSTRATES INTEGRITY WHEN DEALING WITH DIFFICULT ISSUES**

- a) Takes a leading role in addressing difficult situations and works towards resolution in a quick and efficient manner
- b) Is not afraid to address conflict, ensuring it is dealt with quickly to avoid unnecessary escalation
- c) Provides sound advice based on accurate information and listening in an unbiased way to what people say

### **IS AN ACTIVE MEMBER OF THEIR ROVER CREW**

- a) Ensures that the Crew has a well-balanced active program.
- b) Actively encourages all Rover Scouts to participate in relevant training
- c) Develops and maintains a good working relationship with their Group/District

## Drugs and Alcohol Guidelines

This section lays out guidelines regarding the responsible use and promotion of alcohol at activities attended by Australian Rover Scouts.

It is recognised that Rover Scouts are 18 years and over are legally permitted to drink alcohol and should do so in a responsible manner in addition the responsible use of alcohol must be promoted by the organisers of all Rover Scout activities where alcohol is either available or provided.

The Crew, Rover Scouts and Organisers of Events have a duty of care towards Rover Scouts and participants at events. Rover Scouts and participants at events will respect this and behave and consume alcohol in a responsible manner. Rover Scouts will not permit under 18's to consume alcohol at Rover Scout events.

The use of alcohol is defined to be a problem when it adversely affects others, or affects the safety of the Rover Scout in question. Before a Rover Scouts use of alcohol becomes a problem, his/her Crew must take action to remedy the situation. In the absence of the Rover's own Crew, action must be taken by any other Rover Scouts present and the organisers of the event.

The consumption of alcohol must always be prohibited where Rover Scouts are involved in activities with younger Sections except formal occasions such as dinners and award nights where small amounts of alcohol may be customarily consumed.

Rover Scouts should be discouraged from discussing or boasting about their consumption of alcohol at inappropriate times, including younger members of the Scout Association, Leaders and the public. Rover Scouts should encourage and promote a culture of responsible use of alcohol.

Rover Scouts should avoid displaying images of or giving reference too events where Rover Scouts have not consumed alcohol in a responsible manner with specific avoidance of images of Rovers in uniform drinking and exercise their best judgment before drinking, especially when in uniform.

Rover Scouts should consider the appropriateness of the situation before engaging in unsuitable songs or chants and in general recognise that to encourage a culture of responsible use of alcohol songs or chants about excessive or inappropriate alcohol consumption should be discouraged at all times.

Fatigue while driving is recognised as a significant health and safety risk to Rovers. As such Rover Scouts, Rover Crews and Event Organisers will be proactive in reducing the impact that alcohol consumption has on fatigue and driving especially with people on provisional licences.

Rovers Crews, Rover Councils, Trainers and Event Organisers will promote awareness to Rover Scouts on the health and safety risks associated with the consumption of alcohol. This could include the national guidelines for alcohol consumption and calculation of blood alcohol concentration.

Branches and event organisers will promote responsible alcohol consumption by focusing events where possible to be non-alcohol related. Rover Scouts will not encourage irresponsible, binge, intoxicating and excessive drinking situations, games and activities.

Event organisers will where practical:

- a) Introduce hours for alcohol consumption (e.g. between 4pm and 2am);
- b) Have available non-alcoholic drinks and complimentary water;
- c) Ensure food is available if a bar is running;
- d) Have other activities available that do not involve alcohol consumption; and
- e) Provide signage and information on responsible alcohol consumption.

## **USE OF LEGAL, ILLEGAL AND ILLICIT SUBSTANCES**

This section lays out guidelines regarding the manner in which drugs are dealt with within the Rover Scout Section and at events attended by Rover Scouts.

The use of any illegal drug or substance during a Rover Scout or other Scout activity is completely prohibited and any Rover Scouts under the influence of or has recently used an illegal drug must be excluded for any Scouting activity.

No Rover Scout shall possess any illegal drug or substance on a Rover Scout activity. Rover Scouts should be vigilant to the negative effects from the use of legal drugs and substances that may have negative side effects and exclude themselves or others from activities if under the influence of such substances. Particular vigilance should be exercised during and before driving to or on Rover Scout events or activities.

# Bullying and Harassment Guidelines

Bullying and harassment is not acceptable behavior in the Rover Scout Section. The basis of individual Rovering behavior is the Scout Promise and Law. Therefore responsibility rests with all members of the movement to ensure proper behavior.

Bullying and harassment impacts on the ability of all members of the Rover Scout Section regardless of age, gender, standing to fully participate in and enjoy all of activities of the section. Bullying and harassment has short and long-term consequences that detract from the physical and mental health of members of the Rover Scout Section.

Where members of the Rover Scout Section experience bullying or harassment they are encouraged to report it and to seek support from their peers and from the wider support networks available within the movement.

Where members of the Rover Scout Section witness bullying or harassment, they are encouraged to report it and where possible to render support and assistance to the individuals involved.

Refer to *Identifying and Managing Bullying* resource document for more information. This and other resources for identifying and managing issues of bullying and harassment can be found on the Rover Scouts Australia website.

# Social Media Guidelines

## RATIONALE

To ensure that Rover Scouts do not compromise the integrity and the reputation of Scouting and Roving in Australia through social media.

## DEFINITIONS

For the purposes of this policy:

*Social media* can be defined as forms of electronic communication (such as websites for social networking and microblogging) through which users share information, ideas and opinions, personal messages, and other content (including multimedia).

*Prohibited activities* can be defined as acts which contravene either: the laws of the jurisdiction in which a Rover Scout is located; Policy and Rules of the Scout Association (including the Adult Code of Conduct); or the policies of the Branch (including the Branch Rover Council) of which a Rover Scout is a member.

*Bullying and harassment* can be defined as repeated unreasonable behaviour by a person or group of people that causes distress or harm to another's emotional wellbeing.

Examples of bullying include behaving aggressively, teasing or practical jokes, pressuring other Rover Scouts to behave inappropriately, unreasonably excluding individuals from Rover Scout events, or taking advantage of power or seniority over another Rover Scout.

## GUIDELINES

No posts, comments, photos or videos that link Rover Scouts Australia or the Scout Association to prohibited activities in any way are to be posted on social media. These can include but are not limited to:

- a) Posts made from accounts that represent Rover Crews or events;
- b) Posts that explicitly name the Association or a related entity; or
- c) Photographs labelled with or featuring any Scouting insignia, including Rover Scouts wearing uniform or other Scout-related clothing.

As an adult section of the Movement, Rover Scouts Australia recognises that some Rover activities and events will involve the consumption of alcohol. However, Rover Scouts must not make posts, comments, photos or videos that show or imply the service or consumption of alcohol that does not comply with the Rover Scouts Australia Drug and Alcohol Guidelines, made available on the Rover Scouts Australia website.

Rover Scouts Australia welcomes constructive feedback and debate amongst its members via social media. However, it is important to remember that social media can be viewed and accessed by members of the public, including parents and young people, and as such Rover Scouts that seek to provide feedback that may portray Roving in a negative light should do so through private means such as email, private message, or post.



## **BULLYING AND HARRASSMENT**

Bullying and harassment are serious issues towards which Rover Scouts Australia and the Scout Association exercise a zero tolerance approach. Should bullying or harassment of any kind take place on social media by a member towards any person, the Rover Scout responsible will be subject to an inquiry following their Branch or BRC grievance process.

## **ENFORCEMENT**

In enforcing this policy, it is important to exercise common sense judgment. Where a breach of this policy is a result of a misunderstanding or is otherwise unintended, it is preferable for an informal and educative approach, ensuring that relevant content is removed promptly and the Rover Scout responsible is counseled on the expectations set out under this policy. Where a Rover Scout knowingly and deliberately breaches this policy, further action should be taken.

Behavior on social media that is in breach of the law will be immediately referred to the police or other appropriate authorities.

## **PROCEDURES**

Branch Rover Councils may establish procedures to facilitate the communication and enforcement of this policy in their respective Branches.

# Appendix

## NRC By – Laws Amendment History.

Version	Description	Author	Date
1.0	NRC Standing Resolutions updated to reflect January 2014 NRC decisions, including; <ul style="list-style-type: none"> <li>- Grammar and spelling, formatted into a more logical order and to include Rovering Towards 2020 recommendations.</li> <li>- Further amendments made at February 2015 NRC.</li> </ul>	A. Butler L. Bach	8 January 2015
1.1	Incorporated changes to NRC membership and training requirements for NRC Executive.	E. Bridger	29 April 2015
1.2	Updated Social Media Policy.	B. Cherry - Smith	21 July 2015
1.3	Updated to reflect decisions of NRC Meetings 2016-01 and 2016-02 <ul style="list-style-type: none"> <li>- s4 amended to include NRC Secretary, extended NRC Chair Term</li> <li>- s5.3.2 amended to require preferential voting, and reflect altered arrangements where ballots result in a tie.</li> <li>- s6.1 amended to include NRC Secretary</li> <li>- s6.5 amended to reflect updated Social Media Policy</li> <li>- s6.6 1<sup>st</sup> Australian Rover Crew moved to new s6.7, reflects extension of membership to all Rovers attending in service roles.</li> <li>- s6.17 added detailing guidelines for National Rover Service Award.</li> </ul>	M.Ford	16 May 2016
2.0	NRC By – Laws, Guidelines and Polices reformatted into three separate sections; Standing Orders, Terms of Reference, and Guidelines that make up this document know collectively as the National Rover Council By – Laws  Updated to reflect the practices and decisions of the NRC between May 2016 and the NRC Conference 2018; <ul style="list-style-type: none"> <li>- Inclusion of the redrafted NRC Executive Position Descriptions</li> <li>- Inclusion of the Remote Meeting Etiquette Policy</li> <li>- Inclusion of the new Moot Buddies Procedures.</li> <li>- Inclusion of the Contingents to Interstate Rover Events</li> <li>- Inclusion of the non financial members Standing Orders</li> <li>- Inclusion of the BPSA and BPSA Support Team Guidelines</li> <li>- Inclusion of the National Quality Rover Award Guidelines</li> <li>- Inclusion of the NRC Conference Organising and Financing Terms of Reference</li> <li>- Inclusion of the protection of Rover Merchandise and Free Trade Terms of Reference.</li> <li>- Update to the publication timeframe for the NRC Budget.</li> <li>- Inclusion of the NRC exec Online Nomination form and Branch Endorsement Process</li> </ul>	A.Hilditch	4 February 2018
2.1	Updated to reflect decisions of NRC Meetings 2019-01 and 2019-02 <ul style="list-style-type: none"> <li>- Inclusion of NRC D &amp; I Officer Position Description</li> <li>- Inclusion of the NRC Delegates Position Description</li> <li>- Inclusion of the Website Guidelines</li> <li>- Inclusion of NT Branch in flight rationalisation.</li> <li>- Inclusion of financial cap for NRC chair to attend NZ NRC</li> <li>- Rover Challenge program replaces Crew Challenge.</li> </ul>	A. Hilditch	13 May 2019