The By – Laws of the National Rover Council of Australia

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Preamble

1. The National Rover Council (NRC) exists to aid Scouts Australia in achieving its Vision, and Mission within the Rover Scout section; in accordance with Scouts Australia's Purpose, Principles, and Method.
2. The National Rover Council exist in accordance with the Scouts Australia Policy and Rules, item P6.2.
3. There are three two parts of this governing document. The first is the National Rover Council – Procedures which part being the Standing Orders set out on how the NRC operates and processes pertaining directly to responsibilities, programs, and projects of the National Rover Council Executive. The second and final part, Guidelines, is aimed at supporting Branch Rover Councils and Rover Scouts in general on a variety of topics.
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 (Vic), P. McCormick (Vic), E. Bridger (Vic), S. De Rota (ACT), E. Hewitt (ACT), J. Goodall (QLD), M. Gallagher (WA) and M. Vinning (WA).

Part I: National Rover Council – Procedures

Article 1: Membership

The NRC membership shall consist of:

1.1   The National Rover Council Executive comprising of the following elected or appointed members:

      a) Chairperson

      b) Vice Chairperson

      c) Treasurer

      d) Secretary

      e) Adviser

1.2   Branch Rover Council Delegations appointed or elected by each of the Branch Rover Councils (BRCs) 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.

1.3   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 2: Meeting Procedures

Meeting Frequency

2.1   It is expected the National Rover Council will hold an annual Conference normally in January around the time of the national major event (Jamboree, Venture or Moot) with other Remote meetings being held on a bimonthly to quarterly basis. If the Conference is held in person, options for virtual participation must be made available.

2.2   The roles and responsibilities in the organising and the financing of the National Rover Council's Conference is to be followed as stated in the Terms of Reference Section 2 of the NRC By-Laws.

2.3   NRC Remote Meetings are to follow the procedures set out in the 'Remote Meeting Procedures' contained in 'Part III: National Rover Council – Guidelines'. This is to be administered by the NRC Executive, with support from the NRC Delegates.

2.4   All submissions requiring a vote of the NRC shall be submitted to the NRC Secretary, no later than two weeks before a Remote meeting and three weeks before the Conference. Late papers submitted at least 48 hours before meeting commencement, including those requiring a vote, will only be distributed to the NRC by agreement of the NRC Executive. Any submissions received within 48 hours before a Remote meeting will not be accepted, unless deemed necessary and urgent by the NRC Chairperson. Submissions must have the support of a BRC or the NRC Executive. The agenda of an NRC meeting shall be distributed to the NRC two weeks before a Remote meeting or three weeks before the Conference and will consist of the following:
   a) Minutes of the previous meeting of the NRC. These are to be ratified at the following meeting.
   b) Report of the record of decisions and activities of the NRC Executive since the previous meeting of the NRC
   c) BRC reports on activities which have taken place in their Branch between NRC meetings
   d) Items submitted by the BRCs
   e) Any other items as determined by the NRC Chairperson.

2.5   The NRC Secretary will prepare the minutes for both the Conference and any Remote Meeting. The Conference minutes will be kept on the online file storage system, and a copy provided to the National Team. 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 item 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.

d) Minutes are to be distributed to the NRC within two weeks of a Remote Meeting for review and information only.

e) Minutes are to be distributed to the NRC within five weeks of an NRC Conference for review and information only.

2.6   The incoming and outgoing NRC Chairpersons shall determine the participants for the NRC Executive handover meeting based on requirement.

Rules of Debate

RATIONALE:

To ensure that the NRC is a place for effective and relevant debates to happen and where all Branches are heard equally.

This procedure is the standard approach for debates on papers at NRC meetings. However, the NRC is able to suspend the structured "Rules of Debate" by a majority agreement.

PROCEDURE:

#	Step	Allocated Time	Comments
1	Presenter speaks to paper		
2	The paper is opened for seconding		Seconding does not mean you support the paper, it means you wish for the paper to be discussed.
	IF the paper is seconded, move to step 3. If the paper is not seconded, there is no further discussion on the paper. Here a Branch can propose to move to an open discussion format.		
3	Presenter outlines and clarifies answers to questions asked on the paper before the meeting.	3 mins	
4	**Initial Questions and Comments**		
	Branch Questions and Comments	1 min	This repeats for each Branch. Branches will be called in either alphabetical or reverse alphabetical order.
	Presenter Answers Branch Questions	1 min	Branches may choose to abstain, or not use their full allocated time. Remaining time cannot be passed onto another Branch.
5	**Follow Up Questions and Comments**		
	Branch Questions and Comments	1 min	This repeats for each Branch.

	Presenter Answers Branch Questions	1 min	Branches will be called in the same order as for initial questions and comments
			Branches may choose to abstain, or not use their full allocated time. Remaining time cannot be passed onto another Branch.
**IF** more questions are needed, this is at the discretion of the NRC Chair to allow (if sufficient time is remaining.
6	Amendments are proposed		Only if necessary
7	Paper is voted on		Voting occurs once any amendments are dealt with - see below

If an amendment is raised, the following process is followed:

#	Step	Allocated Time	Comments
1	Amendment is proposed and moved (with a brief outline on the purpose of the amendment)	1 min	
2	Amendment is seconded		
**IF** amendment is seconded move to step 3. If the amendment is not seconded, there is no further discussion on the amendment.
3	Non structured discussion on amendment	Time limit at the discretion of the Chair	
4	Amendment is voted on		
5	If amendment is passed: paper is voted on with amendment. If amendment fails, paper is voted on as is.		

If a broader, non-structured, debate is needed, the following process can be followed:

#	Step	Allocated Time	Comments
1	Presenter speaks to paper		
2	The paper is opened for seconding		Seconding does not mean you support the paper, it means you wish for the paper to be discussed.
**IF** the paper is seconded, move to step 3. If the paper is not seconded, there is no further discussion on the paper.

3	A Branch moves that the paper moves to a non-structured debate		
4	Branch seconds, goes to majority vote		
5	If the majority agrees to a non-structured debate, the rules of debate are suspended for that agenda item. If the majority dissents, the rules of debate are followed.		

Voting:

2.7   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.

2.8   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.

2.9   Out of Session Voting:
   a) Any votes of the National Rover Council that occur outside of a Remote meeting or Conference can only be approved by the NRC Chair.
   b) The process is as follows:
      i.   Any member of the NRC that wishes to create an out of session vote must send the paper to the NRC Chair and advise why an out of session vote needs to occur
      ii.   If the NRC Chair deems the vote necessary and time critical the Chair will disseminate the paper to the NRC with a voting due date. All members of the NRC must reply with their vote by the deadline. Once the votes have been collected the NRC Chair will advise the outcome.
   c) Any members that do not reply with a vote will have been deemed an abstention. Ideally, a minimum of 72 hours is given to members to provide their vote, however the amount of time given is ultimately up to the discretion of the NRC Chair.

Remote Meeting Procedures

The National Rover Council meets every two to three months online. As a result, meetings can take up to three hours to cover all items of importance which have happened during this time. The following procedures have been written to streamline the NRC Remote Meetings.

All NRC members should ensure that they have read all reports and papers prior to the Remote meeting. Any major clarifications or questions should be provided to the report/paper author at least one week before the meeting. To ensure a fully informed discussion, please come to the remote meeting prepared with any further discussion points.

2.10   Agenda
   a) Timings are to be added to each agenda item
        i.   The NRC Chair will endeavour to keep to this as best as possible on the meeting night.
        ii. The agenda is to be distributed no later than two weeks before the NRC Remote Meeting.*

2.11   Papers
   a) Any Item requiring a vote is to be submitted to the NRC Executive no later than three weeks before the Remote Meeting*
        i.   Late papers are to be filed under a 'Late Paper' folder to be addressed if the Chair feels that there has been sufficient time for all BRC's to discuss with their teams prior to the remote meeting, and if there is time at the meeting.
        ii. The NRC will be notified vis email if a new paper has been added to the 'Late Paper' folder.
        iii. The NRC will be notified via email if an existing on-time paper has been modified substantially.

2.12   Reports
   a) All reports from the NRC Executive, Project Officers and BRC's are to be submitted no later than two weeks before the Remote Meeting.*
   b) The NRC Executive's Action Item List is considered a report and are therefore bound by this deadline.
   c) As the NRC Executive are accountable to the NRC, a written report must be provided before the Remote meeting. Any late NRC Executive reports may have questions asked of them.
   d) All BRCs are expected to provide a report to the NRC to allow sharing of successes and a place to solve issues.* This also allows the NRC Executive to understand if there are areas in which the whole Council can support BRCs further.
   e) All reports submitted by the deadline are allocated two minutes during the meeting for the author/officer to summarise the content, before a call for questions and comments.
   f) Late reports will be added to the NRC's file repository; however, the authors may not be given a chance to speak to these unless the NRC Chair has previously agreed (requested in advance of the deadline).

2.13   Additional Agenda Items

   a) All non-standing agenda item suggestions are to be submitted no later than two weeks before a Remote meeting, and will be listed in the meeting agenda.* These should be submitted by 8pm AEST/AEDT on the due date, to allow the NRC Secretary to add this into the agenda for distribution that same day.
   b) Unless agreed by the members present due to urgency, any topics requiring debate must be submitted to the deadline above.

2.14   Structure

    a) Meetings begin at 8pm AEST/AEDT.
    b) Agenda is structured so that voting items should occur before 10pm AEST/AEDT, in case people must leave after this time.
    c) NRC Executive reports remain at the beginning of the agenda as they are accountable to the Council.

*As per NRC By-Laws

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 five 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.

The NRC Executive shall produce a Remote Meeting timetable specifying what months NRC Remote Meetings will be held in. This timetable will be proposed at the first NRC Remote Meeting following the Conference. The final meeting date shall be determined by a poll of the members of the NRC with responses recorded and meeting date confirmed at least four weeks prior to the earliest proposed meeting date.

Article 3: Finances

3.1   The National Rover Council are responsible for administering their own finances for the Rover Development Find and NRC Operations Account in accordance with the National Rover Council By-Laws, supported by the NEC and NSO where required

3.2   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.

3.3   The funds of the NRC are held in two accounts – the General Operating Account and the Rover Development Fund Account.

    3.3.1   General Operating Account
    a)   This fund facilitates the operating of the NRC.
    b)   An NRC Levy on all Australian Rover Scouts, including 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: Levy = $5.30 \times (1.025)^n$ per Rover Scout, where n is the number of years since 2022 (i.e. n=[current year]-2022).
    e)   The NRC shall determine the amount of the NRC Levy and Moot Buddies contribution from time to time.

    3.3.2   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 Unit.
    e)   The funds of the Rover Development Fund can only be spent as part of an approved NRC budget or following a specific vote of the National Rover Council. Expenditure should be approved prior to the project commencing.

3.4   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

Conference (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 (1st of April to 31st 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 are to be met from the Australian NRC General Operating Account.

3.4   Invitational Meetings

3.4.1   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, and 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.

3.4.2   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.

3.5   National Support Office and their relationship with the NRC
3.5.1   NRC Operations Account

a) The NRC is to be notified by the National Support Office every time money is deposited or withdrawn from the NRC Operations Account

b) Monthly profit & loss statements of the NRC Operations Account are to be provided by the National Support Office

3.5.2   Rover Development Fund

a) The NRC is to be notified by the National Support Office every time money is deposited or withdrawn from the Rover Development Fund

b) A six-monthly profit & loss statement of the Rover Development Fund are to be provided by the National Support Office

3.5.3   Administration of the NRC Operations Account and the RDF

a) The National Rover Council uses the National Induction Process detailed in Scout Cloud at a minimum the NRC Secretary & NR Chair

b) The NRC Operations Account starts each Scouting financial year with a current balance equal to that of the operational income approved by the NRC for that year. Any surplus funds from the previous financial year are to be transferred to the Rover Development Fund by the National Finance Manager, on the NRC's Executive approval.

3.6   Financial Delegation

Position	Financial Delegation	Other Delegation
National Rover Council Chair	≤ $20,000 for a specified budgeted item or NRC approved item. Specified budgeted items or NRC approved items >$20,000 require advice from the NEC Finance Committee before spending by the NRC Chair. Any spending amount greater than 30% of the total unallocated and available Rover Development Fund amount is to be referred to the NEC Finance Committee for advice. The NRC Chair is not to spend funds outside of the NRC approved budget, or NRC approved items.	• Reallocation of NRC budget up to $3,000 within or across either the Rover Development Fund or NRC Operations Account spending categories. • Reallocations above $3,000 to go back to the National Rover Council for approval. • Up to $1,500/FY for miscellaneous operational costs category included in NRC approved budget

Article 4: Elections of the NRC Executive

4.1   Election of the NRC Executive and standing Project Officers takes place at the NRC Remote meeting prior to the NRC Annual General Meeting under the following provisions:

    a) The specific requirements for each Executive and standing Project Officer position shall be outlined in the respective position descriptions, found in Terms of Reference, Section 2 of the NRC By–Laws.

    b) Nominations for NRC Executive and standing Project Officer positions will be called for at least two months before the Remote meeting where elections are to occur. Nominations, including voice recordings must be received via the online nomination form. Nominations will close one week prior to the election occurring.

    c) Nominees must have the endorsement of their Branch at the time that nominations close.

    d) 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 two months prior to the first NRC Conference after their election (mid term).

    e) The NRC elects the Vice Chairperson, Secretary, Treasurer and other standing Project Officers outlined in the Part I, Article 5 of the NRC By-Laws for a term of 12 months.

    f) NRC Executive and Project Officers will be elected at the Remote meeting prior to the AGM, with their role officially beginning at the conclusion of the AGM.

    g) A handover and shadowing process for incoming NRC Executive and Project Officers will occur between the election of positions and AGM.

4.2   Voting procedure for the Election of the NRC Executive and standing Project Officers:

    a) The NRC Adviser will act as the Returning Officer for the election of NRC Executive and standing Project Officers.

    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 for the case of a tied vote, where a second vote will be taken. In the event of a second vote the NRC Chairperson will place a casting vote in the secret ballot, to be counted only where a second tie occurs. If the NRC Chairperson is a candidate for this position, the casting vote may be placed by another member of the NRC Executive, to be determined at the beginning of the voting process.

    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 standing Project Officer position not filled at the NRC Conference or falling vacant during the term will be elected/appointed by the NRC (either out-of-session or at a meeting) in accordance with 4.1 of the NRC By-Laws, after calling for and considering nominations. A casual vacancy after 30 September will not be filled unless deemed crucial to the Council's operations by the NRC Executive.

4.3   Nomination procedure for the Election of the NRC Executive and standing Project Officers:

    a) The Returning Officer shall be the only person with access to submitted nomination forms.

b) Nominations are officially opened by an email from the Returning Officer to the NRC.

c) The call for nominations is to be widely advertised, through National social media and the National e-News. BRCs are encouraged to share this in their Branch and BRC newsletters.

d) Nominations are accepted via online form, with a speech of up to 5 minutes in length required to be submitted for a complete nomination.

e) Voice recordings may not be distributed beyond the Returning Officer, and are to be played during elections at Conference and then immediately destroyed. This is to be clearly stated on the nomination form.

f) Reasonable adjustments will be made for nominees who have concerns about providing the voice recording. The Returning Officer shall determine a fair alternative. This is to be clearly stated on the nomination form.

g) The nomination form should state clearly that you do not need to be a current or former member of the NRC to apply.

h) The nomination form should clearly state the date for the election, and request applicants are available on this day to answer questions regarding their nomination.

i) If positions are not filled at the Remote meeting prior to the NRC AGM, a secondary election process can occur at the NRC AGM.
   i. During the election, all nominees shall have their voice recordings played to the National Rover Council, regardless of whether nominees are in attendance.
   ii. The NRC is provided the opportunity to ask questions of all applicants. Applicants not in attendance will be asked to appear on video/phone conferencing at a pre-arranged time, organised through the Returning Officer.

Article 5: 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 obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.
4. Nominees must attain the Wood Badge and completed their Scouting Leadership 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 Team and National Operations Committee (NOC).
9. The Chairperson may make recommendations to the International 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 complete Scouting Leadership training within their own Branch due to the absence of suitable scheduled training, 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 obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.
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 is responsible for working with the NRC Project Officers to ensure they are able to perform their roles successfully.
2. The Vice Chairperson must assist the NRC Chairperson in the carrying out of their duties.
3. The Vice Chairperson is responsible for fulfilling the role of NRC Chairperson in the absence of the NRC Chairperson.
4. The Vice Chairperson can act as a proxy for the NRC Chairperson as requested or appointed by the NRC.
5. The Vice Chairperson will attend and make a written report on relevant NRC activities and projects at meetings of the National Adults in Scouting Committee.
6. Carry out the recommendations and policy of the NRC.
7. Organise and establish projects and/or working groups in consultation with BRCs and the NRC Executive on projects to support Rover Scouts in Australia.
8. Periodically update the Rover Scouts Australia website.
9. Carry out duties as requested by the NRC Chairperson, or by the NRC Executive.
10. Coordinate the National Moot Buddies Scheme.
11. Attend both NRC meetings and NRC Executive meetings.
12. Coordinate and maintain Rover Scouts public relations and marketing.
13. The Vice Chairperson will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.
14. Coordinate the facilitation of the NRC Rover Program Meetings with the Program Officers from each Scouting Branch.

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 are encouraged to have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.
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 business of the NRC functions smoothly and effectively including, but not limited to, taking the minutes, producing the agenda and maintaining all reports/paper filing.
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. Assist the NRC Treasurer with their duties as requested.
6. Update the NRC By-Laws following the NRC Conference or Remote meetings. and present for ratification at the next NRC meeting.
7. Assist with the administration of the NRC including the NRC mailing list, BRC Executive contact list, file storage and letters.
8. Obtain reports and papers for the NRC Conference and NRC Remote meetings in a timely manner as set by the NRC By-Laws
9. Obtain copies of Branch Rover Council minutes for historical records.
10. The Secretary will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.
11. Post agendas, reports, discussion papers, and minutes from NRC meetings online as well as distributed amongst the NRC.

Duty Statement for NRC Treasurer

ELIGIBILITY

1. The position of NRC Treasurer 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 their term of office.
3. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader and be working towards Scouting Leadership.
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 have experience in financial management, bookkeeping, and/or accounting.

DUTIES AND RESPONSIBILITIES

1. Develop and maintain the NRC budget, in conjunction with the NRC Chairperson and incoming Treasurer. Present the proposed budget at the first Remote meeting each year.
2. Ensure all accounts, receipts and records are maintained in accordance with the requirements of the Scout Association of Australia's obligations under the Charitable Fundraising Act1991(Cth)and as outlined in Scouts Australia's Policy & Rules.
3. Provide a financial summary of the NRC accounts and transactions at each meeting.
4. Work with the National Support Team to ensure all NRC transactions are made from/to the appropriate account, in a timely manner.
5. Calculate any costs and levies owed to the NRC, and work with the National Support Team to issue invoices to the relevant party.
6. Ensure that all non-budgeted expenditure is proposed to and approved by the NRC or in urgent circumstances, by the NRC Chairperson.
7. Oversee the development and management of NRC project patrol budgets.
8. Update and maintain the NRC's financial procedure documents.
9. Advise the NRC of finances required to maintain its various projects, and of the means available to raise such funds.
10. Plan for the financial security of the NRC Operations Account and Rover Development Fund.
11. Be responsible for a two-month handover to their successor.
12. Prepare and deliver an actuals report for the NRC Conference.
13. Attend NRC and NRC Executive meetings, producing agenda items relating to these duties.
14. Other administrative and general duties appropriate to the position.
15. Reports directly to the NRC Chair.

Duty Statement for NRC Training and Development Officer

ELIGIBILITY
1. The position of NRC Training and Development Project Officer 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 their term of office.
3. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader and be working towards Scouting Leadership. Preference is given for a Wood Badge completion.
4. Nominees must be able to attend other National meetings as the representative of the Rover Scout Section.
5. Nominees for the position must be experienced in Rover Training & Development.

DUTIES AND RESPONSIBILITIES
1. Ensure that the concepts and benefits of Rover training and development are promoted widely across all Branches and represented nationally.
2. Encourage Rover Scouts to take an active interest in the development and running of Adult Training Pathways.
3. Chair the meetings of the Branch Rover Council Officers responsible for the Training & Development portfolio.
4. The NRC Training & Development Project Officer will attend, represent, and make a written report on relevant NRC activities and projects at meetings of the National Training Committee, National Adventurous Activities Committee, and the Scouts Australia Institute of Training Operations Committee.
5. Investigate external training and development opportunities and community partnerships.
6. Ensure that training courses and development opportunities are promoted to the NRC.
7. Coordinate any training related workshops that may be held during meetings of the NRC.
8. Advocate for Adult Training courses that are accessible to Rover Scouts in the content, format, and presentation.
9. Advocate and support pathways into appointed training and development roles across Scouts Australia.
10. Advocate for Rover Scouts in regards to leadership courses that are a part of their Achievement Pathways.
11. Attend NRC and NRC Team meetings, producing agenda items relating to these duties.
12. The Training and Development Project Officer will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.
13. Reports directly to the NRC Vice Chair.

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 the Rover Scout section throughout Australia
2. The maintenance and/or improvement of the standard of the Rover Scout section 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 Marketing and Public Relations Officer

ELIGIBILITY
1. The position of NRC Marketing and Public Relations Officer 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. Nominees must demonstrate relevant marketing knowledge or experience.
4. Nominees are encouraged to have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.

DUTIES AND RESPONSIBILITIES
The NRC Marketing and Public Relations 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 Marketing and Public Relations Officer should:
1. Be responsible for creating, implementing and evaluating marketing and public relations initiatives to support the strategic objectives of the NRC.
2. Manage all NRC internal and external, marketing and public relations activities, including social media, website and newsletters.
3. Contribute to the national strategic marketing direction of the Rover Scout section by liaising with the National Support Team.
4. Identify and build productive relationships with key internal and external NRC stakeholders to support marketing and public relations projects.
5. Promote awareness of the NRC and it's work and encourage Rover Scouts to engage with and contribute to the NRC.
6. Conduct research to evaluate and understand Rover Scout awareness and perceptions of the NRC and use this information to design and implement communications strategies.
7. Organise and lead the NRC Marketing Working Group to establish and maintain communication channels between NRC and Branch officers, and to align NRC and Branch marketing and public relations objectives.
8. Liaise with the NRC Vice Chairperson for assistance on establishing any projects or activities with a promotional purpose.
9. Attend NRC Remote Meetings and attend meetings with the NRC Executive and other Project Officers where requested.
10. Produce an annual report for the NRC Conference detailing the work undertaken during the term of office as relevant to the fulfilment of the above duties.

NOTES: The position of Marketing and Public Relations Officer is a standing Project Officer role and a non-Executive role of the National Rover Council.

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Duty Statement for NRC Diversity and Inclusion Officer

ELIGIBILITY
1. The position of NRC Diversity and Inclusion Officer 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. Nominees must demonstrate relevant knowledge on diversity and inclusion issues facing Rover Scout aged youth.
4. Nominees are encouraged to have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.

DUTIES AND RESPONSIBILITIES
The NRC Diversity and Inclusion Officer is responsible for the coordination 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 Australia's diverse society.
6. Seek to form partnerships with reputable third-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 Team 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 role and a non-Executive role of the National Rover Council.

Duty Statement for NRC Environment and Sustainability Officer

ELIGIBILITY
1. The position of Environment and Sustainability Officer shall only be open to currently invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of the term.
3. Nominees would ideally have relevant knowledge and/or interest in the environmental issues facing Australia and the world, and an understanding of the role that Scouts Australia plays as a leading youth development organisation in the education of its members in these issues and promoting the concepts of sustainable development. Qualifications or experience in relevant areas, such as Environmental Science or Organisational Sustainability, will be looked upon favourably, but are not required.
4. Nominees are encouraged to have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.

DUTIES AND RESPONSIBILITIES
1. Organise and lead a Project Patrol consisting of members from each Branch.
2. Research and present appropriate initiatives and/or policies for the NRC to implement to offset the carbon emissions of the Council and its operations. Particular attention should be given to offsetting the carbon emissions of NRC Conference.
3. Work towards the implementation of carbon offsetting initiatives and/or policies endorsed by the NRC with the assistance of other parties of the NRC, such as the NRC Conference organisers, as needed.
4. Develop and collate Rover appropriate resources to be made available to BRCs for both awareness and education on environmental issues.
5. Advocate and promote Rover action on environmental issues at all levels.
6. Investigate and promote ways in which the Rover section can support Scouts Australia's Sustainability Strategy & Action Plan.
7. Raise Rover awareness of the Sustainable Development Goals and promote action on them within the Rover section.
8. Attend and contribute to meetings of the National Environment Team
9. Liaise with the NRC Vice Chairperson for assistance
10. Attend NRC Remote meetings and report on work done in the role.

NOTES: The position of NRC Environment and Sustainability Officer is a standing Project Officer role and a non-Executive role of the National Rover Council.

Duty Statement for Roverscope Coordinator

ELIGIBILITY

1. Applicants must be eligible to remain a current invested Rover Scout 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 have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.

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.
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.
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-executive 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. Nominees are encouraged to have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.

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 Remote 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

5.1   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.

5.2   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

5.3   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.

5.4   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.

5.5   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 26th birthday and if this is appropriate.

Member Roles and Functions

5.6 The National Rover Council shall:

    a) Develop, implement, monitor and report on strategic plans, including the delegation of certain tasks to BRCs for execution.

    b) Advise and make recommendations to the National Operations Committee, of which the NRC Chair is a member, on issues affecting the Rover Scout Section including policy, training, marketing and program.

    c) Have the NRC Chair of delegate be the spokesperson for Australia Rover Scouts at a National and International level.

    d) Act as a forum for sharing of best practice as well as networking and support between branches.

    e) Organise contingents to International Rover Scout activities and make recommendations to the International Commissioner on their staffing.

    f) Be accountable for raising, dispersing and reporting to members of Rover Scout funds at the National level as necessary to achieve the NRC's purpose.

    g) Encourage the continuing involvement of Rovers in Scouts Australia and the wider community beyond their time in Rover Scouts.

5.7 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 with 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.

Article 6: 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, Role, Address, Phone Number, Email Address
Responsible for completion: Incoming BRC Chair
Responsible to: NRC Secretary via email nrcsecretary@scouts.com.au

PRESENT A REPORT TO NRC MEETINGS IN A TIMELY MANNER

NRC meetings represent an important opportunity to communicate with other BRCs. 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 BRCs in writing their report and ensuring consistency of reporting.

Responsible to complete: BRC Delegation
Responsible to: NRC Secretary via email 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. BRCs 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

Article 7: Rover Challenge

The purpose of the Rover Challenge is to encourage Rovers 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 every six 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 1st of February to the 30th of June and 1st of August to the 31st 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 six months. The winning entry will be announced at the NRC July Remote meeting and the Conference each year.

SUBMISSION

Submissions must be provided in a presentable format (report, video, slide show, news articles, interview etc.). Review the updated guidelines after two years in 2021.

Article 8: 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.
e) Organising Team by the Moot Buddies application closing date.
f) The applicant must select expeditions in the lowest third price range.
g) The applicant must have their Moot Buddies Application endorsed by all required Chairs/Unit Leaders.
h) 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 Unit'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 Unit 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.

DISCLOSURE OF DATA

Moot Buddies applicants must be made aware when applying that certain data in their application will be published in an anonymised format. A copy of the "MOOT BUDDIES REPORTING" section below must be attached to the application form.

MOOT BUDDIES REPORTING

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Within three months after each National Moot the following must be tabled at an NRC meeting and circulated to each BRC:

(a) a report on the Moot Buddies program; and
(b) a spreadsheet containing the data in table "Moot Buddies Data".

The NRC Executive is responsible for preparing and tabling the above.

No personal identifiable information may be published.

Moot Buddies Data	
National Breakdown	• The number of applicants • The number of successful applicants • The total monetary value awarded • The median monetary value awarded • The age distribution of applicants
Branch-by-Branch breakdown	• The number of applicants • The number of successful applicants • The total monetary value awarded • The median monetary value awarded

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 month 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 Chairperson 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.

REFUND PROCEDURE:

Where a Moot Buddies recipient is entitled to a refund, if the recipient was in attendance at the event, they shall receive the refund up to the value they contributed to the event fee. After which, the National Rover Council shall receive any remaining value of the refund.

Where a Moot Buddies recipient was not in attendance of the event, the National Rover Council shall receive the refund up to the value contributed through Moot Buddies. After which, the participant shall receive any remaining value of the refund.

Article 9: 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 Unit, 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 two 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.

Article 10: National Quality Rover Award Guidelines

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

As part of this award the Unit should construct and submit a logbook with the application for the award. The logbook should be a record of your Unit's activities for the annual year and contain as many photos as possible. This award should be reviewed by two Rover Scouts and a uniformed member of the association, both nominated by the Branch Rover Council, to establish that a Unit has a program that meets a National Standard of Quality Programming. Those successful at the Branch Rover Council level will receive an Additional Award style badge (for every member of their Unit) and recognition across BRC social media. The BRC will then choose to endorse up to two nominations for consideration by the RC Executive.

The NRC Executive will need to review the endorsed applications and announce successful applicants at the NRC Conference the following year. The NRC Executive will review the endorsed applications, successful applicants may be recognised by the NRC with recognition across social media, an awards register on the national Rover website, and an alternative version of the Additional Award style badge (for every member of the Unit). Although Units may achieve the National Quality Rovering Award multiple times at the BRC level, once recognised and awarded at the NRC level, they cannot be recognised and awarded at the NRC level again for the following three years.

REQUIREMENTS FOR THE AWARD

The National Quality Rovering Award has been designed to complement the Youth Program, and as such a quality program is assessed accordingly. The guidelines below offer a base standard of "quality program" that Branch Rover Councils can make reasonable adjustment to. This has been broken into four areas of the Youth Program that can demonstrate the quality of a Rover Scout Program.

10.1   Achievement Pathways: Diverse Programming that provides opportunities for personal progression on the Rover Scout Achievement Pathway
   a)   Program essentials
      i.   Foster opportunities for participate, assist, leads l the program for all members of the Rover Unit, targeted at a Milestone 1 and 2 level, and working towards Milestone 3
   b)   Outdoor Adventure Skills
      i.   Incorporates at least the core areas into their Unit program on a regular basis and works to engage in other areas on a semi-regular basis.
   c)   Special Interest Areas
      i.   Encourages the pursuit of Special Interest Areas, incorporating opportunities to explore these areas in their program

10.2 Scout Method: Diverse programming that utilises and incorporates all areas of the Scout Method.
  a) Community Involvement
      i.   The Unit works to incorporate community involvement both internally and externally into their program
  b) Learning by Doing
      i.   The Unit regularly conducts a Plan>Do>Review of their Program and Activities
  c) Nature and the Outdoors
      i.   The Unit works to incorporate the SDGs into their programming
      ii. The Unit works to undertake Outdoor activities on a semi regular basis
  d) Patrol System
      i.   Unit Executives meet regularly to provide direction for the Unit
      ii. The Unit also utilises project patrols in the running of their activities
  e) Personal Progression
      i.   Units work to support their members in undertaking personal growth opportunities outside of the Achievement Pathway
  f) Promise and Law
      i.   Unit members actively adhere to the Promise and Law
  g) Symbolic Framework
      i.   Units work to have adventurous, fun, challenging, and inclusive activities into their program
      ii. Unit works to incorporate program cycles into their program
  h) Youth Leading, Adult Supporting
      i.   Unit members share the workload of leading and assisting in the Unit Program

10.3 Challenge Areas: A diverse program with activities planned from all challenge areas.
  a) A Unit Program should include all Challenge Areas (Community, Outdoor, Personal Growth, and Creative) with their activities, with no challenge area taking up more than a third of their annual activities (and no challenge taking up less than a fifth).

10.4 Educational Objectives: A diverse program that grows the Rover Unit in the developmental areas of Spiritual, Physical, Intellectual, Character, Emotional, and Social (SPICES) growth.
  a) The Unit can demonstrate how their program has provided growth across all areas of the SPICES.

ENDORSEMENT GUIDELINES FOR BRANCH ROVER COUNCILS

The below questions have been constructed to assist Branch Rover Councils in their decisions for endorsing a Rover Unit's Program to the National Rover Council. Provide explanation where applicable.
  a) Do you believe that the Unit you are endorsing is abiding by all Scout Australia Policy and Rules, and the Rules and Regulations of your Branch?
  b) Does the Unit demonstrate healthy working relationships with other Units, Groups, Districts, or Regions (as applicable)?

c) Does the Unit have strong and regular participation from its Unit Members?

d) Does the Unit and its members participate in Rover Scout Sectional Events offered beyond the Unit Level?

Article 11: 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.scouts.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) The NRC Marketing and Public Relations Officer, with assistance from the NRC Vice Chairperson and relevant/supporting Project Officers maintain the Merchandise Register on the National Rover Website.
b) That BRCs, Event committees or Rover Scouts do not apply a tariff to interstate Rovers for any products. *
c) The Merchandise Register lists all items that are approved to apply the national Rover Scouts Australia brand, although only one item of each merchandise type (e.g. shirt, woggle, jumper) would usually be advertised on the Register at one time. Where another party wishes to produce a similar item, agreement must be obtained in writing from the original producer of the listed merchandise before they can produce their new item.
d) The above By-Laws only apply to anyone producing merchandise with the national Rover Scouts Australia brand (including use of the logo).
e) Any Rover Scouts who wish to produce merchandise with their Branch Rover Scout Logo on it can do so at the discretion of the relevant Branch Rover Council. This does not override any Branch Policies relating to logo use. It is recommended that support from the relevant BRC Marketing Officer, or equivalent, and Branch Support Office is sought to maintain the integrity of the Scouts Australia brand elements.

*A written agreement between two parties may occur where a party purchases bulk quantity of an item to resell. The reseller must charge the same or less that the original price the seller is advertising. The cost pricing and reselling reseal price must be agreed upon in writing; any disputes between parties can be referred to the NRC Executive for mediation and support.

Article 12: Amendments

12.1   Amendment requirements:
   a) Any procedure or guideline 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 NRCs purpose require a two-thirds majority endorsement of the National Rover Council and agreed to by the National Operations Committee.
   c) Amendments or additions to the NRC Procedures require a two-thirds majority vote of the National Rover Council.
   d) Amendments or additions to the NRC Guidelines require a simple majority vote of the National Rover Council.
   e) Guidelines are open to interpretation and enforcement of BRCs and broadly supported by the NRC.

12.2   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 – Guidelines

Article 1: The NRC Conference

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 three 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 seven 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 seven weeks prior to Conference for processing and payment by the National Office by no later than seven weeks prior to the commencement of Conference.

e) Generate and distribute invoices to Branch Rover Councils and 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 six 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 six weeks prior to the commencement of Conference.

b) Publish both the Plenary and Conference agenda no later than five 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 six 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 seven 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 and other activities for the NRC Conference.

Branch Rover Council Chairpersons:
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 seven weeks prior to Conference.
b) Submit any papers for Conference no later than six 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.

CONFERENCE REPRESENTATION COSTS

Attendance and travel costs for one Delegate from each Branch Rover Council will be met by the National Rover Council. Attendance costs include the usual per head fee charged by the National Rover Council to cover the Conference costs (e.g. meals, accommodation, local transport and related items). Travel costs include flights between major airports of the Delegate's Branch and the Conference location, or travel from the Delegate's home to the Conference location via public transport or vehicle (where this cost is less than an equivalent flight). Vehicle costs will be reimbursed based on the 'cents per kilometre method' published by the Australian Tax Office for the current financial year.

Travel costs for the second Delegate will be rationalised under the following policy:
a) Travel Rationalisation is where the total travel costs for each Branch's second Delegate is divided equally between the participating Branches. The Branches who exceed the average receive a refund, while Branches whose Delegate travel costs are less than the average (including the host Branch) contribute the difference. Travel Rationalisation is managed by the NRC Exec and included in Conference invoices to BRCs. Branches who participate in Travel Rationalisation agree to the following points:
b) All Branch Delegation members will submit their travel booking requests as part of Conference registration by the deadline set by the NRC Executive. Airfares or other suitable travel mode will be booked by the National Support Team.
c) If a Delegate's travel and attendance registrations is submitted after the deadline, their Branch is liable for the full cost of their travel as well as their contribution to Travel Rationalisation (but no refund).
d) For flights, Travel 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 a closer and cheaper airport if available).

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All Delegates must submit their requested travel plans to the NRC Secretary within the requested time frame to facilitate timely bookings. The most economical routing, time of departure/arrival, and carrier will be booked, with the consideration of an individual's availability and the timing of the Conference.

BRCs are encouraged to book flights for their Observers and Advisers through NRC, to facilitate consolidated travel arrangements. The cost for these flights will be passed on through their Conference invoice.

Article 2: Contingents

2.1   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 Scout 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 the 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 Unit 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 a part of a National Team contingent, where acting in an official capacity; in this instance, 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.

2.2   Contingents to International Rover Scout Events

All Rover Scouts 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 applicant's 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

Article 3: Baden Powell Scout Award and Support Team

3.1   Baden-Powell Scout Award

The previous Baden-Powell Scout Award commenced on 1st January 2014 following the Rover Program Review.

The current Baden-Powell Scout Award started implementation from April 2019 onwards and is a nationally consistent award. As such, Branch Rover Councils cannot make changes to the content of the Achievement Pathways.

SELF REFLECTION INTERVIEW
This interview is to be facilitated by the Baden-Powell Scout Award 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 Achievement Pathways will be as specified by Scouts Australia nationally.
   b) All Rover Units in Australia shall use the national requirements. Units may not add to, remove from, or otherwise amend these requirements. If any of the national youth program requirements conflict with this section of NRC By-Laws, the national youth program requirements take precedence.
   c) The nomination must be approved or otherwise by the applicants own Rover Unit by the Rover's 26th birthday; this approval occurs after self reflection interview.
   d) Region Rover Communities (where one exists) shall be notified of nominations for the BPSA 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 Scout Award at the meeting immediately following their receipt from either the Rover Unit or Region Rover Council (where one exists) of the Awardee.
   f) That when the BRC is asked to resolve Achievement Pathway 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 Units are required to notify the BPSA Support Team of all badges awarded for tracking purposes only.

3.2   Baden-Powell Scout Award Support Team

he Baden-Powell Award 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 Achievement Pathways within the Branch.
  b) To assist Rover Units in delivering the Rover Achievement Pathways to their members.
  c) To provide expert advice to Rover Units and Region Rover Council (where one exists) on the Rover Scout Achievement Pathways.

FUNCTIONS
  a) Promotion of the St George and Baden-Powell Scout Awards.
  b) Assisting Rovers and Units 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 Achievement Pathways.
  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 Units report directly to their BRC. Where Rover Units 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) 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.

Article 4: 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 Unit 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 Unit learns from them.
c) Is proactive in assisting the Unit 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 Unit.
e) Ensures that the Unit 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 Units.
e) Develops constructive relationships with Unit 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 Unit.
b) Develops the Executive to operate an effective Unit.
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 Unit and individually.
e) Ensures that fun is an integral part of the Rover Unit.

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 UNIT
a) Ensures that the Unit 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.

Article 5: 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 must be approved 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, and 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 Australia 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.

Article 6: 1st Australian Rover Unit

The 1st Australian Rover Unit 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 Unit 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 1st Australian Rover Unit shall consist of a navy name tape with the legend "1st Australian Rover Unit" in gold.

Article 7: Roverscope Guidelines

Roverscope is an onsite activity held as part of National Ventures, run entirely by Rover Scouts. It usually involves a mixture of physical activities and relaxation space for Venturer s 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, Unit 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 is 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 Units
   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

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.

Article 8: Drug and Alcohol Guidelines

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

1. It is recognised that Rover Scouts are 18 years and over; as such, 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 activities where alcohol is either available or provided.

2. The Unit, Rovers, and Organisers of Events have a duty of care towards Rovers and participants at events. Rovers and participants at events will respect this and behave and consume alcohol in a responsible manner. Rovers will not permit those under 18 years of age to consume alcohol at Rover events.

3. The use of alcohol is defined to be a problem when it adversely affects others, or affects the safety of the Rover in question. Before a Rovers' use of alcohol becomes a problem, their Unit must take action to remedy the situation. In the absence of the Rovers' own Unit, action must be taken by any other Rovers present and the organisers of the event.

4. The consumption of alcohol must always be prohibited where Rovers 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.

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

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

7. Rovers should consider the appropriateness of the situation before engaging in unsuitable songs or chants. Rovers should 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.

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

9. Rover Units, Rover Councils, Trainers, and Event Organisers will promote awareness within Rovers on the health and safety risks associated with the consumption of alcohol.

10. Branches and Event Organisers will promote responsible alcohol consumption by focusing events, where possible, to be non-alcohol related. Rovers will not encourage irresponsible, binge, intoxicating, and excessive drinking situations, games, and activities.

11. 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

e) Provide signage and information on responsible alcohol consumption

USE OF LEGAL, ILLEGAL AND ILLICIT SUBSTANCES

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

1. The use of any illegal drug or substance during a Rover or other Scout activity is completely prohibited; any Rover under the influence of an illegal drug must be excluded from any Scouting activity.

2. No Rover shall possess any illegal drug or substance on a Rover activity.

3. Rovers should be vigilant to the negative effects of legal drugs and substances, and exclude themselves or others from activities if under the influence of such substances. Particular caution should be exercised before driving to or during Rover events and activities.

These guidelines were last updated on 15 February 2020.

Article 9: Social Media Guidelines

RATIONALE

To ensure that Rover Scouts do not compromise the integrity and the reputation of Scouting and Rovering 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 Units 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 Rovering 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 counselled on the expectations set out under this policy. Where a Rover Scout knowingly and deliberately breaches this policy, further action should be taken. Behaviour 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.

Article 10: Bullying and Harassment Guidelines

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

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.

Article 11: 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' – e.g. 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 (e.g. 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

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) 'Unit' to replace 'Crew'.
c) 'Achievement Pathways' to replace award scheme.
d) References to 'Squire training' to be removed.
e) 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.
f) 'Knights and squires' to be 'mentorship system' or 'mentors and mentees' or similar.
g) 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:

"There are two types of photography that really show off Scouting at its best. Photos of Scouting in action (usually youth members outdoors) and photos taken from the point of view of the participant (e.g. showing what it feels like to be in a tent, or canoe, where only part of the body may be visible (e.g. 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 'Unit 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 program.
e) A 'Resources' page which lists relevant resources for that BRC and Branch (e.g. Working with Children Check, Child Safe policy, etc).
f) A 'Training' section which has details of upcoming Scouting Essentials and Scouting Leadership 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 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.

National Rover Council By-Laws

Article 12: Rover Scout Motorsport Guidelines

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

Appendix

NRC By – Laws Amendment History

Version	Description	Author	Date
1.0	NRC Standing Resolutions updated to reflect January 2014 NRC decisions, including; - Grammar and spelling, formatted into a more logical order and to include Rovering Towards 2020 recommendations. - Further amendments made at February 2015 NRC.	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 - s4 amended to include NRC Secretary, extended NRC Chair Term - s5.3.2 amended to require preferential voting, and reflect altered arrangements where ballots result in a tie. - s6.1 amended to include NRC Secretary - s6.5 amended to reflect updated Social Media Policy - s6.6 1st Australian Rover Crew moved to new s6.7, reflects extension of membership to all Rovers attending in service roles. - s6.17 added detailing guidelines for National Rover Service Award.	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 known 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; - Inclusion of the redrafted NRC Executive Position Descriptions - Inclusion of the Remote Meeting Etiquette Policy - Inclusion of the new Moot Buddies Procedures. - Inclusion of the Contingents to Interstate Rover Events - Inclusion of the non financial members Standing Orders - Inclusion of the BPSA and BPSA Support Team Guidelines - Inclusion of the National Quality Rover Award Guidelines - Inclusion of the NRC Conference Organising and Financing Terms of Reference - Inclusion of the protection of Rover Merchandise and Free Trade Terms of Reference.	A. Hilditch	4 February 2018

	- Update to the publication timeframe for the NRC Budget. - Inclusion of the NRC exec Online Nomination form and Branch Endorsement Process		
2.1	Updated to reflect decisions of NRC Meetings 2019-01 and 2019-02 - Inclusion of NRC D & I Officer Position Description - Inclusion of the NRC Delegates Position Description - Inclusion of the Website Guidelines - Inclusion of NT Branch in flight rationalisation. - Inclusion of financial cap for NRC chair to attend NZ NRC - Rover Challenge program replaces Crew Challenge.	A. Hilditch	13 May 2019
2.2	Updated to reflect amendments approved at the 2020 NRC Conference and other out of session and Meeting decisions since v2.1, ratified at the October 2020 NRC Remote meeting: - Addition of Moot Buddies Refund Policy - Updated Drug and Alcohol Policy - Updated Purpose and Functions - Language, terminology, and grammar corrections and updates - Updated Vice Chairperson position description - Updated Marketing and Public Relations Officer title - Updated Conference Funding Model, Branch Levy structure - Updated Secretary Position Description - Distribution of NRC Minutes - Formalisation of NRC Nomination Process - Updated M&PR Officer Duty Statement - Recurring Date for Remote Meetings - Updated Merchandise Register guidelines - Addition of Environment and Sustainability Officer (standing Project Officer)	S. De Rota	29 November 2020
2.3	Updated to reflect decisions of NRC meetings Oct & Dec 2020, Jan 2021 - ratified at March 2021 remote meeting -Addition of the National Rover Council Remote Meeting Procedures -Update to Meeting Procedures -Update to Finances -Table of contents update	J.Goodall	5 March 2021
2.4	Following the external review, major changes have been made to the following sections upon adoption at NRC, NOC & NEC -Update of the National Rover Council Purpose -Update of the National Rover Council Functions -Addition of the National Rover Council Financial Delegation	J.Goodall	17 August 2021
2.5	Updates to reflect decisions of NRC meetings in Dec 2021 – ratified at the 2022 Conference -Update to all position descriptions	J.Goodall	2 January 2022

	-Update to paper submissions timelines		
2.6	Updates to reflect decisions made at the 2022 NRC Conference -Rules of Debate -Inclusion of Conference virtual attendance guidelines -Inclusion of remote meeting timetable protocol -Update to RDF approval -Updated NRC Levy Changes re. Conference travel rationalisation Updated out of session voting -Inclusion of Moot Buddies data collection	E. Hewitt	23 March 2022
3.0	Updated to change order to reflect change in NRC policy hierarchy Updated preamble Updated article 13 – amendments	E. Hewitt	22 January 2023