
Policy Document:

Projects

Last Updated: December 2021

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1. Overview:

- 1.1. Projects allow groups of SSAGO members to work together towards a long term aim or objective.
- 1.2. This document sets out how projects are created, run and closed.

2. Creating Projects:

- 2.1. All projects must have a project document which outlines:
 - 2.1.1. Who is eligible to be a member of the project?
 - 2.1.2. Who runs the project and how will they be chosen?
 - 2.1.3. What are the aims of the project and what will it do?
 - 2.1.4. What is the lifespan of the project and when the document should be reviewed?
- 2.2. The creation of new projects must be approved by the National Exec.
- 2.3. National Events may create a project to support their organisation, such projects should be managed by the Event Committee and instead follow the requirements of the National Events Policy.

3. Project Documents:

- 3.1. Projects may restrict eligibility based on the following criteria:
 - 3.1.1. Membership of specific club(s)
 - 3.1.2. Membership of the SSAGO Scout Active Support Unit (SASU)
 - 3.1.3. Located in specific region(s)
 - 3.1.4. Full or Associate Membership type
- 3.2. Projects must have a minimum of a chair, projects may have additional committees as required.
- 3.3. Projects which have access to a SSAGO bank account must additionally have a treasurer and secretary.
- 3.4. Projects may allocate committee positions in any combination of the following ways:
 - 3.4.1. Co-opted: The chair, secretary and treasurer should be co-opted through open application and selected by the National Exec. Further committee positions may be selected by the project committee.
 - 3.4.2. Elected: Positions are chosen by election of project members, eligible members or all members. Notice periods for these elections should be

detailed in the project document. All elections must give the option to re-open nominations.

- 3.4.3. Ex-Officio: Positions are given to holders of other defined roles in SSAGO, for instance on the National Exec, Assistant, Club or Event committee.
- 3.5. All Co-opted and Elected positions should specify a term length for the position which may be either:
 - 3.5.1. Fixed Term: The role is for a set duration, no more than 24 months.
 - 3.5.2. Maximum Term: The holder may step down at any point up to the maximum term and be replaced. They must step down at the maximum term, which can be no more than 36 months.
- 3.6. Ex-Officio positions shall last for the duration of the defined role and will change with the defined role.
- 3.7. The project document should set out the goal and aim of the project and how it benefits members of SSAGO, Scouting or Guiding. These may include:
 - 3.7.1. Running social or special interest events,
 - 3.7.2. Linking members with similar interests,
 - 3.7.3. Working towards a set goal, objective or event.
- 3.8. Projects may be intended to run indefinitely or may close when their aims are achieved.
- 3.9. Projects should set a review timescale in the project document, within which a review meeting between the project committee and the National Exec should be held.
- 3.10. The first review date should be within 12 months of the project forming and further reviews should be within 24 months of the previous review.
- 3.11. The project document should be updated and agreed by the National Exec at each review meeting.

4. Finances:

- 4.1. Projects may apply to the National Exec for temporary or permanent access to a bank account to allow them to complete their project aims.
- 4.2. Projects are able to apply for grants and/or loans from the Development Fund.
- 4.3. Projects using a bank account must complete a budget outlining the planned expenditure.
- 4.4. Projects with permanent access must complete an annual set of accounts and submit this to the SSAGO Exec for inclusion in the SSAGO Accounts, or allow other financial examinations as determined by the SSAGO Exec.
- 4.5. Where a project with a temporary account makes a surplus, 50% of this amount should be given to the Development Fund and the remainder may be held for future use by the project, by the National Exec.
- 4.6. Where a project with permanent access makes an annual surplus, after repayments of any loans, this should be reviewed by the SSAGO Exec, who may ask that up to 50% of this amount should be given to the Development Fund and the remainder may be held for future use by the project.

- 4.7. Where a project makes a loss, either on an event for those with temporary access or annually with permanent access, this should firstly be taken from any project reserves, where a project is unable to cover its losses any additional money shall be paid from the Development Fund and the SSAGO Full Committee must be informed.
- 4.8. When a project closes any assets will be given to National SSAGO and any funds belonging to the project will be held in trust by the National SSAGO Exec for a period of 3 years. Should a new project with the same or similar aims start, these funds may be given to the new project. After 3 years the funds will be placed in the development fund.

5. Running a Project:

- 5.1. Projects may run events in line with the 'Adventurous Activities & Nights Away' and other policy documents, with projects acting in the same manner as SSAGO clubs.
- 5.2. All meetings of project committee meetings should be minuted and sent to committee@ssago.org.
- 5.3. The minutes from projects with permanent bank accounts and from any review meetings should be published on the SSAGO website.
- 5.4. Projects should produce a written report for each general meeting of the SSAGO Representative Committee, unless the project forms a sub-part of a National Exec or Assistant Role and the project report is subsumed into the Exec or Assistant report.
- 5.5. A project which is deemed by the National Exec to be not meeting its aims may be placed on probation by a majority vote of the National Exec.
- 5.6. The National Exec should send written notice of the probation to the project committee, explaining why they feel the project is not meeting its aims and the period the probation shall last for, which should be a minimum of 3 months.
- 5.7. At the end of the prohibition period the National Exec should meet with the Project Committee and review if the project is now meeting it's aims. The National Exec should then decide to either:
 - 5.7.1. Close the project,
 - 5.7.2. Reappoint a new committee,
 - 5.7.3. End the probation,
 - 5.7.4. Defer the decision and extended the probation period.