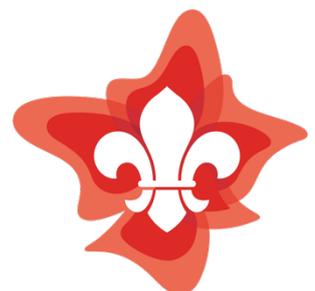


ROVER SCOUTS VICTORIA

Rover Scouts Victoria VRC Representative's Handbook



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ROVER SECTION CONTACT DETAILS

Scouts Australia

Victorian Rover Council

ABN 39 662 387 026

E-mail: rovers@vicrovers.com.au

Website: www.vicrovers.com

Postal Address: PO Box 774, Mt Waverley VIC 3149

Victorian Rover Centre

Hunt Reserve, Highland Avenue Oakleigh East VIC 3166

Rover Centre Phone: (03) 8543 9900

Rover Centre Fax: (03) 9543 7482

Rover Assets

Bogong Rover Chalet

Approximately 1km along Cope Hut Track

Bucketty Plains Road, Omeo VIC 3898

Chalet Phone: (03) 5159 1241

Bookings Phone: 0407 CHALET (0417 242 538)

Website: www.bogongroverchalet.org.au

Rover Memorial Chalet, Warburton

71 - 73 Donna Buang Road, Warburton VIC 3799

Website: www.rcmw.asn.au

WF Waters Rover Ski Lodge

Allotment 25

Baw Baw Alpine Village VIC 3833

Bookings Phone: 0438 BAW BAW (0438 229 229)

Website: www.bawbawrovers.com

Mafeking Rover Park

Caveat – Dropmore Road, Caveat (via Yea) VIC 3660

Park Phone: (03) 5797 6351

Bookings Phone: 0423 006 667

Website: www.mafekingroverpark.com.au

INTRODUCTION

Congratulations! If you are reading this for the first time, you have been elected as a Victorian Rover Council Representative. As a VRC Rep you represent the views of your Region or Subcommittee at the VRC. This is an important job. This handbook has been put together with the intention of explaining some of the idiosyncrasies of the role, and to give you a more thorough background on the role and function of the VRC. It is by no means an exhaustive reference, but hopefully, it can be used, and be of assistance to you throughout your time in the role and handed on to the next VRC Representative.

Enjoy the challenge!

BASICS

MEETING TIME

Meetings of the Victorian Rover Council (VRC) are held on the 4th Wednesday of each month except December, commencing at 7:30pm. Meetings are held at the Victorian Rover Centre, Highland Ave, Oakleigh East. Occasionally, meetings are held elsewhere. These are known as Away Meetings. Currently it is policy to have two away meetings per year. Sufficient notice is always given.

The Annual General Meeting (AGM) of the VRC is the Rover Dinner, while elections are held at the May meeting.

UNIFORM

All Scouting members are expected to wear full and correct uniform to VRC meetings. Region Representatives should wear their own Regions scarf, as they represent their region and not their individual Crew. Subcommittee Representatives should wear the appropriate Subcommittee scarf, or if their Subcommittee does not have a scarf, their Crew scarf.

Upon election as a VRC Representative the Region scarf should be issued to you by the Region Commissioner for Rovers and the Region Rover Council. This scarf can be worn on all occasions where you are representing the Region Rover Council, including VRC Meetings, Region Rover Council Meetings, and other region activities. On occasions where you are attending as a member or representative of your own Crew, you should continue to wear your Crew scarf, eg. Crew meeting nights, district events.

COMPOSITION OF VRC

The VRC is made up of the following people:

Two (2) voting Rover representatives from each Rover Region.

The Region Rover Commissioners from each Rover Region or their Proxy.

Office Bearers (elected by the VRC for one-year terms)

Office Bearers (appointed by the VRC to three-year terms)

Honorary Treasurer

Honorary Historian

Admin Officer

The State Commissioner for Rovers

The Assistant State Commissioner(s) for Rovers

One Representative from Each VRC Subcommittee.

Each level of government is also represented on each of the full Scout Councils at each level of the organisation. For example, RA's and Crew Leaders go to Group council, The Rover Commissioner and usually the Region Chairman goes to Region Council, The VRC Chairman and the SC Rovers represents Rovers at the State Youth Program Meeting and the Chairman of NRC represents Rovers in Australia on the National Operations Committee and the National Executive Council (NEC) of Scouts Australia - the Governing body of Scouting in Australia. The NRC Chairman has also joined the delegation representing Scouts Australia at the Asia Pacific and World Scout conferences.

ROLES AND RESPONSIBILITIES OF THE VRC

The VRC is responsible for conducting the affairs of the Rover Section in the State. The VRC has functions as described in P&R (rule 4/41), and summarised as follows:

- Make recommendations to the NRC
- Make decisions about the rules and methods by which it governs and implements its operations.
- Co-ordinate the activities and functions of Regional Rover Councils
- Promote Branch Rover activities
- Determine the standards for Roving in the Branch
- Encourage the development of Roving within the Branch.

VRC SUBCOMMITTEES

The VRC has a number of subcommittees which manage some of the affairs of Victorian Roving. Some of these committees are standing committees, some are ad hoc committees and others are committees of Region Rover Councils set up to run events on a rotational (between the Regions) basis on behalf of the VRC. All of the subcommittees report and are responsible to the full Victorian Rover Council, as the governing body of Rovers in Victoria. Each subcommittee may also make recommendations for consideration of the full VRC, on matters relevant to their subcommittee only. Subcommittees are able to vote only on matters relating to their portfolios. Which items relate to their portfolios is decided by the Chairman of the meeting.

VRC Office Bearers

The VRC Office Bearer group is the executive management committee of the VRC and is made up off all of the Office Bearers of the VRC, with the SC and ASCs for Rovers as advisers. Office Bearers have no executive authority to make decisions on behalf of the VRC, but they can and do make recommendations collectively and individually (relevant to their particular portfolio) to the full VRC. They can also make

decisions on how they implement the VRC's decisions. The Chairman or the Office Bearers can make decisions of an urgent nature, but these need to be subsequently ratified by the VRC. Office Bearers take up office at the start of the Scout year, that being the 1st of July.

Alpine Rover Crew and Bogong Chalet Management Committee

The Bogong Chalet is situated on the southern slopes of the Bogong High Plains approximately 11 kilometres from Falls Creek, The Chalet accommodates up to 35 Rovers and has full facilities for mixed parties. The emphasis at Bogong is on Cross Country Skiing, although the Chalet has its own rope tow, and downhill skis and boots are available for hire at the Chalet. Booking for Bogong opens early in the year and is done on a preferential basis to Rovers up to the 1st of April, after which it opens to others. The cost for a winter party includes all food and accommodation, use of the tow and charter bus from Mt Beauty to Falls Creek. The final 11km trip to the Chalet is accomplished on skis, carrying your own gear for the week. The Chalet is operated for the VRC by the Bogong Chalet Management Group. The BCMG is elected at the Alpine Rover Crew AGM, which is held on the second Wednesday in October. The Alpine Rover Crew, are all Rovers who have been invested as Alpine Rovers. To qualify as an Alpine Rover, a Rover must attend a Winter party. Usually Alpine Rovers are invested at the end of their first Winter party. The BCMG is elected from and by members of the Alpine Rover Crew. At the AGM the Alpine Rover Crew also elects its own Chairman and Secretary.

The BCMG meets on the third Wednesday of every month at the Rover Centre.

Baw Baw Rover Crew

The W.F. Waters Lodge is a thoroughly modern ski lodge set in the midst of the Baw Baw Alpine Village and is used for midweek and weekend skiing. The season starts on the Queen's Birthday weekend and runs through to the end of September. The lodge has a 36 bed capacity and has full facilities to cope with that number. It also has a completely set up area for day visitors to the mountain which is separate from the main area of the lodge. Access to Mt Baw Baw is by private vehicle. As a major asset, The W.F. Waters Lodge is operated and maintained on behalf of the VRC by the Baw Baw Rover Crew. Its membership is made up of current Rovers (under 26) and over 26 year old Service Auxiliaries who have expertise that the Crew wishes to retain. The Crew also has a group referred to as the "Friends of Baw Baw", who are interested ex members of the Crew.

The Baw Baw Rover Crew meets on the first Wednesday of every month, except January, at the Rover Centre.

Mafeking Committee of Management

Victorian Rovers newest major asset is Mafeking Rover Park. Purchased in 1992, MRP is located 33km north of Yea in the spectacular Switzerland Range of the Strathbogie Ranges. It is situated on 320 acres of open plains and picturesque bushland comprising of natural springs, hills and gullies.

Mafeking Rover Park is suited to a variety of events large or small, and includes the following facilities: Toilet Block, Crew Hall, Bunk Houses, Abseiling Tower, Chapel, BMX Track, Golf Course, Nature Walks, Commando Course and more. Mafeking is the home of Mudbash each year. Mafeking Rover Park is managed on the VRC's behalf by the Mafeking Committee of Management, which is made up of elected Rovers. They are assisted in this by the Mafeking Rover Crew.

The Mafeking Committee of Management meets on the first Monday of every month except January at the Rover Centre.

Mudbash Committee

Mudbash is an off road buggy event run in June each year over the Queen's Birthday Weekend, and has become an outstanding attraction with 100's of Rovers either directly participating or looking on. In addition many other members of the Association or friends also attend as on lookers. As a major VRC event, Mudbash is organised and run by a committee which is elected at the Mudbash AGM which is held on the 2nd Wednesday of August at the Rover Centre.

The Mudbash committee meets on the second Wednesday of every month except January, and June at the Rover Centre. They meet elsewhere during October due to the Alpine Rover Crew AGM.

Surfmoot Committee

Surfmoot, Victorian Rovers annual beach party, is held each year on the weekend nearest to Australia Day (January 26th), and, as a major branch activity, is run by a committee of Rovers. Held at the Scout Association Camp "Eumeralla" near Anglesea, it regularly attracts over 100's Rovers. Activities held during the weekend are many and varied. The cost of the weekend includes the cost of comedians, live entertainment, hired facilities, onsite activities and camping fees. Rovers are encouraged to purchase tickets prior to the event, but may simply turn up with money at the gate, and join in the fun.

The Surfmoot Committee meets at the Rover Centre on the third Wednesday of the month from April to February.

Rover Dinner

Rover Dinner is a formal, uniformed dinner, the price of which includes a full meal. It is held in October and encompasses a brief AGM of the Rover Section. It is also the occasion on which the W.F. Waters Awards are presented to those who have given outstanding service to the Rover Section. Other Rover awards are also presented at Rover Dinner. It is organised and run on the VRC's behalf by the metropolitan Regions on a rotational basis. The organising Region is entitled to retain any profit returned from the event. Annual reports for each office bearer, subcommittee and region are handed out in the form of the VicRovers Yearbook as the official AGM document of the VRC.

Metropolitan Area Rover Ball (MARB)

MARB is a fancy dress ball, the price of which includes a full meal, but not drinks which are at bar prices. It is organised for the VRC by the metropolitan Regions taking it in turns. The organising Region is entitled to retain 10% of any profit returned from the event, 40% of the profit goes to the VRC, and the remaining 50% is split amongst all Regions in proportion to ticket sales.

Rover Scout Motorsport (RSM)

Rover Scout Motorsport is responsible for all scouting motorsport in Victoria, from Mudbash to Junior Development Programs. It is also responsible for ensuring that our events are run safely and that we maintain our affiliation with the Confederation of Australian Motorsport (CAMS.) Due to the importance to the Rover program of this committee, the Chairman is appointed each year by the VRC, while the rest of the committee is elected at the AGM in August.

RSM meets the first Wednesday of the month at the Rover Centre.

Rover Risk Management

The Rover Section manages risk in the section through an ad-hoc committee known as Rover Risk Management, which meets as required to review the risk management plans of our major events and assets.

Rover Training Team

The Rover Training Team is a group of Rovers, Booted Rovers, RAs, as well as Leader Trainers and Assistant Leader Trainers that work to promote and run the Rover training courses, under the auspices of the Victorian Training Team. To join the Rover Training Team you must have completed Basic training and be committed to earning your Rover Woodbadge before applying to join. Applications

to join are considered by the Training Team and officially made by the Branch Commissioner for Rovers. The VRC Training Officer and Leader Trainers/Assistant Leader Trainers appointed to the Rover section are automatically members.

Other Major Activities

Other major activities, occurring on irregular intervals such as the Australian Moot (when held in Victoria), Roverscope or National Rover Council meetings are run by committees or Rovers on behalf of the VRC (which in the case of these three events run them on behalf of the NRC). The operation of these events is also reported to the full VRC when they are occurring.

Rover Memorial Chalet, Warburton

The Rover Memorial Chalet was built shortly after the end of World War Two using funds donated by Rover Scouts to fund a memorial to the Rovers who did not return from active service after World War Two. It is currently operated by a committee of management which reports to the Mt Dandenong Region Management Council.

DUTIES OF THE VRC OFFICE BEARERS

More details for the below job descriptions is contained in the VRC policy book. If you are seeking election or appointment to positions, Rovers should familiarise themselves with these policies. The detail below is not conclusive and is a summary only.

Generally, with all elected positions the nominee must at date of taking office: be a current invested Rover; remaining current for the term, i.e. not turning 26; must have completed a Rover Basic Sectional Techniques course; and have completed a VicRovers Induction or have experience deemed equivalent. With most appointed positions this is also the case. Nominees for positions must be experienced Rovers with an understanding and feeling for the way Rovers operate, not just in their own Crew or Region but on a broad base. Most positions are expected to produce an annual Report detailing the work done relevant to the performance of their duties to be included in the VicRovers Year book that is handed out at Rover Dinner. They are also responsible for producing and coordinating VRC Agenda items relevant to their portfolios and are expected to attend VRC and VRC Office Bearer meetings. All positions are responsible to the VRC.

MEETING PROCEDURES

VOTING

Region and subcommittee representatives sit grouped together around the branch table to permit discussion before voting and to ease with vote counting.

Voting at the VRC is by majority vote.

The two Region Reps and each Region Rover Commissioner are entitled to vote. This is effectively three (3) votes per Region. Generally, the Rovers and the Commissioner will agree, but the Commissioner may use discretion in agreeing with the Rovers from his/her respective Region and may vote differently. It is preferred that the two reps either abstain or agree when voting, as an each way vote has a negating effect. Where, any delegate is missing this vote is forfeited.

Other Region Rovers may represent delegates if they are unable to attend, and the Rover Commissioner may appoint a warranted RA to act as proxy if he/she is unable to attend. A rover may not give the Commissioner vote in the absence of the Commissioner the vote is automatically an Abstain Vote.

The State Commissioner for Rovers (or delegate) is also entitled to vote if he/she chooses to exercise that right. It is expected that the State Commissioner would only exercise this right in extreme circumstances. The Assistant State Commissioner(s) for Rovers are not entitled to vote unless representing the State Commissioner.

The VRC Office Bearers and sub-committee delegates have no voting rights in relation to any matter which comes before the VRC for decision, except that where a vote is tied, the Chairman will have a casting vote.

In some instances (where a decision may be controversial or borderline) it may be necessary to consult the Region or at least the Region Chairman prior to casting the Region's vote. In these instances, a request should be made to delay the vote, for consultation to occur.

Recall that the VRC Rep reflects the Region's views to the VRC. All personal views should have been stated at the Region Rover Council and therefore put aside at Victorian Rover Council. In matters which are new to the Rep, the Rep should vote consistent with the view he/she feels the majority of Rovers in the Region would take, regardless of the Rep's own personal views.

MOTIONS

All Region Representatives are permitted to move, second and amend motions. The VRC Office Bearers are permitted to move recommendations as motions collectively

(on matters the OBs have previously agreed on) or singularly on matters relevant to their own portfolio.

Subcommittee Representatives are permitted to move recommendations on matters relevant to their own subcommittee.

Once a motion has been seconded it cannot be changed. However, it may be amended, or withdrawn. If an amendment to a motion is moved and seconded, the amendment is voted on and if passed, is added to the original motion which becomes the amended motion, which then must be voted on. Further amendments cannot be dealt with until the first amendment is dealt with. (i.e. passed or defeated.) Motions or amendments should not be discussed until they are seconded, and the Chairman is entitled to restrict discussion to ensure the flow of the meeting.

As an example:

Lerderderg Region moves a motion that:

"The VRC should buy a pony for use by the State Commissioner at Rover events", which is seconded by South West Region.

After discussion Murray Midlands feels that as well as buying a pony, we must also purchase a saddle, so they move an amendment:

"to also buy a saddle for the pony". The amendment is seconded by Gippsland.

The table then votes to add the amendment to the motion. This is successful.

The amended motion then becomes:

"That the VRC should buy a pony and a saddle for the pony for use by the State Commissioner at Rover events."

This motion may then be amended further. (In this case it is not)

The table erupts, and the Chairman, calls for final comments, as the meeting is clearly out of control. The motion is put to the vote.

Fortunately, it is defeated.

REPORTS BACK TO REGION

The VRC Representative has a significant responsibility when reporting to the Region Rover Council, in that the Rep will need to organise the information to avoid reporting matters which the region isn't interested in, but at the same time ensuring that the Region is kept fully informed of matters which effect or may be important to them. This skill takes some refining. It is important not to bore the meeting, but it is also important to cover all matters of importance. A balance needs to be achieved. Advice on content should be sought from the Rover Commissioner or previous VRC Representatives.

The format for the report is up to the individual. The report should be verbally summarised at the Region Rover Council meeting, and a printed copy attached to the minutes. Significant dates and contact numbers for Branch activities should be highlighted in the Report.