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- Chairman of the Trefoil Guild
- Deputy Chairman of the Trefoil Guild
- Treasurer
- Advisers

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The administration of the Trefoil Guild throughout the United Kingdom, British Guides in Foreign Countries and Girlguiding UK's Branch Associations is vested in the Council of the Trefoil Guild and managed and regulated by its Executive Committee.

The Council

The Council is the governing body of the Trefoil Guild. Its powers are set out in the Constitution.

Membership of the Council

- President
- Vice Presidents
- National Chairman
- Deputy Chairman (if appointed)
- Treasurer
- Chairman Finance and General Purposes Sub-committee
- Country/Region Chairmen
- One Council member from each Country/Region
- Advisers
 - International
 - Programme and Conference
 - Public Relations
- Chairman Scout Fellowship

Frequency of Council Meetings

A full Council meeting takes place before the Annual Meeting of the Trefoil Guild. At the Council meeting, members receive the Annual Report, decide any major changes in policy and discuss plans for the future proposed by the Trefoil Guild Executive Committee. The President chairs Council Meetings.

Elected Council Members

- an elected Council member should be a full member of the Trefoil Guild
- attend Council meetings and the National Annual Meeting
- sit on the Country/Region Executive Committee as a non-voting member
- support the Country/Region Chairman in any way she can, and be willing to help with projects or events when asked
- keep up to date with Trefoil Guild matters including being familiar with The Trefoil Guild Handbook
- be approachable as an independent voice, known through attendance at local, County and Country/Region events
- be available to serve on national committees, help with working parties and conferences and assist with current projects
- be willing to visit Guilds, if invited, to pass on information and to gather opinions and ideas

The Trefoil Guild Executive Committee

Function of the Executive Committee

- manages and regulates the business of the Trefoil Guild on behalf of the Council
- deals with matters of policy, finance and planning
- coordinates national events
- where necessary forms Sub-committees to carry out its function
- meets three times a year

Membership of Executive Committee

- President
- National Chairman
- Chief Guide
- Deputy Chairman (if appointed)
- Country/Region Chairmen
- Treasurer
- Elected Council members
- Chairman of Finance and General Purposes Sub-committee
- International Adviser
- Programme and Conference Adviser
- Public Relations Adviser
- Chairman of Scout Fellowship
- Office Administrator
- Other staff as required

Council Members Elected to the Trefoil Guild Executive Committee

Three members of the Council are elected to the Trefoil Guild Executive Committee to serve on that committee, each for a term of three years, after which they must stand down and will be ineligible for re-election. These members are nominated from among the serving Council members.



Council Members Elected to the Trefoil Guild Executive Committee - p46

Appointments

President

- is appointed by the Executive Committee and approved by the Council, for a term to be agreed between the Trefoil Guild Chairman and the incoming President

Chairman of the Trefoil Guild

- is appointed by the Executive Committee of the Council of Girlguiding UK for a term of five years on the recommendation of the Chief Guide, after full consultation with the retiring Chairman and the Executive Committee of the Trefoil Guild
- chairs the Trefoil Guild Executive Committee
- is an ex-officio member of all Trefoil Guild Committees
- is a voting member of the Council of Girlguiding UK
- is a non-voting member of the Executive Committee of the Council of Girlguiding UK and has the right to nominate a representative to attend meetings on her behalf

Deputy Chairman of the Trefoil Guild

- should be a full member
- may be appointed by the Trefoil Guild Chairman. The appointment runs concurrently with the Chairman's term of office, and will terminate with the retirement date of the Chairman
- will be a voting member of the Trefoil Guild Executive Committee and the Trefoil Guild Council
- will assist the Chairman as needed
- deputises for the Chairman when requested to do so
- will chair the Trefoil Guild Executive Committee meetings and may be nominated to attend Girlguiding UK Executive Committee meetings in the unavoidable absence of the Chairman

Treasurer

- is appointed by the Trefoil Guild Executive Committee for a period of five years after consultation with the Chairman of the Finance & General Purposes Sub-Committee and approved by the Trefoil Guild Council
- is a voting member of the Trefoil Guild Executive Committee and Trefoil Guild Council
- is a voting member of the Finance and General Purposes Sub-Committee
- attends meetings of the Trefoil Guild Executive committee and the Finance and General Purposes Sub-committee, both of which meet at least three times a year
- gives a Financial Report and presents the Annual Financial Report at the meeting of the Trefoil Guild Council and at the Trefoil Guild Annual Meeting
- establishes a working relationship with, and provides support for, the Chairman of the Finance and General Purposes Sub-committee and the Trefoil Guild administrator
- recommends to the Executive Committee the rate of the annual subscription for approval by the Trefoil Guild Council

Advisers

An International Adviser, Programme and Conference Adviser and a Public Relations Adviser are appointed by the Trefoil Guild Chairman with the agreement of the Trefoil Guild Executive committee

- serve for an initial term of three years, which may be extended for a further term of not more than two years. Re-appointment is not automatic
- the Chairman of a sub-committee may invite Advisers to attend a meeting if required

Sub-committees of the Trefoil Guild Executive Committee

- sub-committees are responsible to the Trefoil Guild Executive committee
- members of these sub-committees are appointed by the Trefoil Guild Chairman in consultation with the Trefoil Guild Executive committee
- the term of office for the Chairman of a sub-committee shall be for an initial period of three years which may be extended for a further period of not more than two years

The Finance and General Purposes Sub-committee

This sub-committee deals with:

- preparation of annual budgets including provisions for all Trefoil Guild resources such as *The Trefoil*, Annual Report, Trefoil Guild website and Public Relations
- preparation of independently examined or audited annual accounts
- investments
- administration of the Bursary Fund, Fellowship Day Fund, the Holiday Fund and the Carfrae Benefit Fund
- recommendations involving financial expenditure, including those from the Trefoil Guild Executive committee, other sub-committees or members of the Trefoil Guild
- any other matters referred to it by the Trefoil Guild Executive committee, other sub-committees or members of the Trefoil Guild
- risk assessment

National Advisers' Working Groups

Three groups consisting of the Country/Region Advisers with the National Adviser as Chairman.

- usually meet once a year
- report to the National Executive Committee to whom they are answerable
- carry out practical work as identified by the National Chairman and the Executive Committee, with permission to set up small sub-groups for short, specific tasks
- initiate ideas in keeping with their expertise to be submitted for the approval of the Executive Committee
- liaise with and contribute regularly to the magazine and website
- cascade information to Countries/Regions and Guilds using their networks

The Trefoil Guild Office

The Trefoil Guild has its office in Commonwealth Headquarters (CHQ) in London, where it receives unstinting support from staff of Girlguiding UK.

Function

- maintain the administration of the Trefoil Guild
- maintain a database
- prepare and send out papers for meetings
- prepare the draft of the minutes of meetings
- assist with organisation of national events
- communicate information to members through their Country or Region
- cooperate with similar organisations
- welcome any visitors

Items dealt with include

- registration of Guilds
- starter pack applications
- annual census
- obituaries of members to be recorded in the 'In Memoriam' book
- letters to the Chairman

The office receives and forwards mail for the following

- Holiday Fund
- Fellowship Day Fund
- International Correspondent
- ISGF
- Communities Guild
- Bursary Fund
- *The Trefoil Magazine*
- Advisers and Chairmen of Committees
- Internet Guild
- Website
- Talking Trefoil
- Twinning Coordinator
- Carfrae Benefit Fund
- Dark Horse Venture
- National Council of Women

Council Members Elected to the Trefoil Guild Executive Committee

- 1 Members are nominated from among the serving Council members, on a nomination form obtainable from the Trefoil Guild Office.
- 2 The candidate's agreement to stand must be obtained before she is proposed. Nomination papers must reach the Trefoil Guild Office four full weeks before the date of the Council Meeting.
- 3 A Council member elected to the Executive Committee must be willing to attend Trefoil Guild Council Meetings and the meetings of the Executive Committee, for which agreed allowances for travel and accommodation will be paid.
- 4 A Council member serving on the Executive Committee who has completed her term on the Council as an elected member of her Country/Region, should complete her term on the Executive Committee. A new Country/Region member will be elected in her place at the appropriate time.

TABLE OF APPOINTMENTS AND TERMS OF OFFICE

NATIONAL ORGANISATION

Appointment	Appointed by	In consultation with	Length of Appointment
President	Trefoil Guild Executive Committee and approved by the Trefoil Guild Council		Term to be agreed between the Trefoil Guild Chairman and the incoming President
Vice Presidents (up to two)	A maximum of two Vice-Presidents may be appointed by the Trefoil Guild Executive Committee and approved by the Trefoil Guild Council		Five years
Chairman	Executive Committee of the Council of Girlguiding UK	On the recommendation of the Chief Guide after full consultation with the retiring Chairman and the Executive Committee of the Trefoil Guild	Five years
Deputy Chairman	May be appointed by the Chairman of the Trefoil Guild	With the approval of the Executive Committee	Appointment runs concurrently and will terminate with the retirement date of the National Chairman
Treasurer	Trefoil Guild Executive Committee	After consultation with the Chairman of the Finance & General Purposes Sub-Committee and approval by the Trefoil Guild Council	Five years
Chairman of a Sub-committee	Chairman of the Trefoil Guild	Executive Committee	Initial term of three years which may be extended for a further term of not more than two years
Advisers	Chairman of the Trefoil Guild	Executive Committee	Initial term of three years which may be extended for a further term of not more than two years. Re-appointment is not automatic
Elected Council Members	Elected by the Council of the Trefoil Guild		Three years and are ineligible for re-election