

TANZANIA SCOUTS ASSOCIATION



CHARTER OF THE MEMBERS OF THE NATIONAL EXECUTIVE COMMITTEE

Schedule of Amendments and Approval

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INTRODUCTION

This Charter of the Members of the National Executive Committee (the “Charter”) has been adopted by the National Executive Committee of Tanzania Scouts Association (hereinafter referred to as “TSA”, or the “Association”), acting on its own recommendation, to assist the National Executive Committee and its committees in the exercise of their responsibilities. These principles and policies are in addition to and are not intended to change or interpret any law or regulation, including the Trustees Incorporation Act [Cap 318-R.E 2002], or the Constitution of the Association. The National Executive Committee ((hereinafter referred to as “EXCO”) will review this Charter at least annually and, if appropriate, revise this Charter from time to time.

ARTICLE ONE

VISION, MISSION STATEMENT AND CORE VALUES OF THE ASSOCIATION

1.1 In steering the Association to its strategic goals, the Association is guided by a clear Vision, Mission Statement and Core Values. The Vision of the Association is ‘*By 2023 Tanzania Scouting will be the national leading educational youth movement enabling 3,000,000 young people to be active citizens creating positive change in their communities and in the world based on shared values.*’ as supplemented by the Association’s Mission Statement which tasks the Association ‘*to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society*’ and our Core Values of

(i) Our Services

- a) By standards we develop young people into practical individual leadership, through Patrol System in responsibilities and qualities.
- b) Systematically, to Scouts we develop young people into subordination of self to the interest of the whole through self control involving team spirit of cooperation and comradeship.
- c) Strongly to encourage young people in learning by doing and by constant trials experience is gained by both Scouts and the leaders.

(ii) What you can expect from us

- a) Quality Services to young people provided by our committed and experienced diligent trainers and group leaders.
- b) Adult resource involvement in nurturing of young people in different skills and folklores.
- c) Developing young people’s character on their duty to God and in shaping their moral life.
- d) Developing into young people’s character on their duty to the country in becoming future responsible citizens.
- e) Working very closely with the parents and guardians of the young people to build rapport in the whole process

(iii) Responsiveness

- a) We deal with all our young members, sponsoring authorities and other stakeholders enquiries and concerns quickly and effectively
 - b) We make access to our services easier and convenient.
 - c) We act ethically and with integrity at all times.
- (iv) Accessibility
We will be available to our young people, sponsoring authorities and all stakeholders seven days a week.

**ARTICLE TWO
PURPOSE OF THE CHARTER**

- 2.1 The purpose of this Charter is to set forth the basic governance principles, functions and procedures of the National Executive Committee (EXCO) of TSA and its sub-committees, subject to applicable law, policies, regulations and Constitution of the Association. The EXCO and its sub-committees shall follow this Charter, as well as applicable law, policies, regulations and Constitution of the Association, while adhering to the highest ethical standards.

**ARTICLE THREE
PURPOSE OF THE NATIONAL EXECUTIVE COMMITTEE**

- 3.1 The purpose of the EXCO shall be twofold, namely to enhance the performance and compliance of the Association to the existing laws, policies and regulations.
- 3.2 In discharging its performance mandate, the EXCO shall ensure that the Association confirms with all legal requirements and shall assist the association in performing to the best of its potential, whereby Strategy and Policy shall be the main pre-occupation of the EXCO when discharging this mandate. In that respect, the EXCO shall: approve the Vision/Mission of the Association and ensure that it is embedded into the Association's operations; and approve Strategic plans and Policies and monitor them regularly.
- 3.3 The EXCO shall also enhance the Accountability, Risk Management and Public Relations in order to support the above mentioned purposes of the EXCO.

In respect of Accountability, the EXCO shall: (i) monitor the overall performance of the Association; (ii) monitor financial performance; (iii) conduct EXCO evaluation and Association succession planning; and (iv) monitor the Chief Commissioner.

In respect of Risk Management, the EXCO shall: (i) ensure up-to-date and effective risk profiles and management strategies are maintained; and critical risks are monitored.

In the areas of Public Relations, the EXCO shall endeavor to: (i) represent the TSA in stakeholders' engagements; (ii) keep stakeholders informed; (iii) project a strong and positive image of the Association; (iv) facilitate cohesion of internal and external stakeholders; and (v) seek one voice regarding TSA decisions.

- 3.4 In discharging its compliance mandate, the main pre-occupation of the EXCO shall be to

ensure that the Association discharges all of its legal and regulatory requirements. In that respect, the EXCO shall: (i) ensure that it complies with EXCO members' Responsibilities; and that the Association complies with all laws and regulations which have an impact on the Association and its operations.

ARTICLE FOUR THE ROLE AND RESPONSIBILITIES OF THE NATIONAL EXECUTIVE COMMITTEE

- 4.1 The EXCO is empowered by the National Scout Council (NSC) to execute resolutions and recommendations made by the National Scout Council. ~~The EXCO has delegated authority for the operations and administration of the Association to the Chief Commissioner who shall be Head of the National Steering Committee (STECO).~~
- 4.2 The functions of the EXCO shall be to:
- i. Provide effective leadership and collaborate with the National Steering Committee (STECO) in:
 - articulating the association's values, vision, mission and strategies;
 - developing strategic (direction) plans and ordering strategic priorities;
 - maintaining open lines of communication and promulgating through the association and with external stakeholders the values, vision, mission and strategies;
 - ii. Monitor the performance of the Chief Commissioner against agreed performance indicators;
 - iii. Review and agree the business (action) plans and annual budget proposed by the National Steering Committee;
 - iv. Monitor the achievement of the strategic and action plans and annual budget outcomes;
 - v. Establish such sub- committees, policies and procedures as will facilitate the more effective discharge of the EXCO's roles and responsibilities;
 - vi. Ensure, through the EXCO sub-committees and others as appropriate, compliance obligations and functions are effectively discharged;
 - vii. Initiate a EXCO self-evaluation program and follow-up action to deal with issues arising;
 - viii. Ensure that all significant systems and procedures are in place for the association to run effectively, efficiently, and meet all legal and contractual requirements;
 - ix. Ensure that all significant risks are adequately considered and accounted for by the National Steering Committee;
 - x. Ensure that the association has appropriate corporate governance structures in place including standards of ethical behavior and

promoting a culture of corporate and social responsibility.

- 4.3 The EXCO shall have no operational involvement in the conduct of Association's business activities and delivery of services. The role of the EXCO members shall be confined to setting, monitoring, implementation and review of policies of the Association.

**ARTICLE FIVE
MEMBERSHIP AND TERM OF OFFICE**

- 5.1 Depending on the membership category, the EXCO members are subject to election as per Article 8.3(a)(ii) and nominated as per Article 8.3(a)(iii) and co-opted as per Article 8.3(a)(iv) of the TSA Constitution of 1997 for a term of **two** years. Re-election is possible and desired to foster the development of specific knowledge of the Association business and enable the EXCO members to appropriately assist STECO in the proper and effective governance of the Association.
- 5.2 The EXCO has a designated Chairperson (hereinafter referred to as the “Chairperson of the EXCO”). The Chairperson of the EXCO shall convene meetings of the EXCO, determine the agenda of such meetings, and perform such acts as provided in this Charter. When the Chairperson of the EXCO is unable to act, the members of EXCO shall nominate one among them to act as the Chairman of the EXCO.
- 5.3 The EXCO has designated Honorary Secretary, Honorary Treasury and a number of other members as per Article 8.3 of the TSA Constitution of 1997.

**ARTICLE SIX
EXCO MEMBERS QUALIFICATIONS**

- 6.1 All EXCO members shall satisfy all of the following qualifications:
- i. ~~shall not be a director, a statutory auditor, a corporate executive officer, a general manager or other employees of any company/association in competition with TSA in any of the Company’s principal businesses (hereinafter referred to as “Competing Entity”) or own of any Competing Company;~~
 - ii. shall not be or have been a representative partner or partner of any independent auditor of TSA during the past three (3) years before being elected or nominated or co-opted as a EXCO member;
 - iii. shall not have any connection with any matter that may cause a material conflict of interest in performing the duties of a EXCO member.
- 6.2 All EXCO members shall also be responsible for determining the fundamental policies and strategies regarding the management and governance of the Association.

**ARTICLE SEVEN
MEETINGS OF THE NATIONAL EXECUTIVE COMMITTEE**

- 7.1 The Executive Committees shall hold their ordinary meetings every other month i.e. 6 times a year, or emergency meetings whenever necessary, at the request of 3 members of the committee.

- 7.2 The meetings of the EXCO shall be called as in line with Article 12.1 of the TSA Constitution 1997.
- 7.3 The agenda of the meetings of the EXCO shall be determined by the Chairperson of the EXCO, in accordance with proposals made by the Honorary Secretary, save where there are contrary provisions of the laws, regulations or the Constitution of TSA.
- 7.4 Each EXCO member is free to suggest the inclusion of items on the agenda. Each EXCO member is free to raise at any EXCO meeting subjects that are not on the agenda for that meeting. A detailed agenda and supporting documents and proposed resolutions will be provided to the EXCO members approximately 15 days prior to each EXCO meeting. EXCO members should review these materials in advance of the meeting. Subject to any applicable notice requirements, EXCO member having items to suggest for inclusion on the agenda for future Board meetings should advise the Chairperson well in advance of such meetings.
- 7.4 The EXCO members shall set its annual meeting schedule (calendar) and activity plan.

ARTICLE EIGHT QUORUM AND RESOLUTIONS OF THE EXCO MEMBERS

- 8.1 A quorum of a meeting of the EXCO shall be 9 members, provided that they are not from one category only as prescribed in Article 8.5 of the TSA Constitution of 1997.
- 8.2 No EXCO member who has a conflict of interest with respect to an agenda item shall participate in any consideration or decision of such agenda item.
- 8.3 Notwithstanding Article 7.1 of this Article, in the event a EXCO member makes a proposal of a matter to be resolved by the EXCO and then all of the EXCO members who may participate in the decision of such proposal unanimously consent to such proposal in writing or electronically, the EXCO members shall be deemed to have approved such proposal.

ARTICLE NINE MATTERS TO BE REPORTED TO THE NATIONAL EXECUTIVE COMMITTEE

- 9.1 Matters to be reported to the EXCO are those set forth in *Appendix 1* of this Charter and such other matters as provided by law, regulation or the TSA Constitution 1997.

ARTICLE TEN RECORD OF THE MEETINGS

- 10.1 The proceedings of the EXCO shall be recorded in Minutes as prescribed in Article 12.4 of TSA Constitution 1997.

- 10.2 The resolutions of the EXCO members shall first be put to the EXCO in draft form (as a “EXCO Paper”) and upon deliberation and adoption, shall be recorded and kept in the **Resolutions Register** at the Registered Office of the Association.

ARTICLE ELEVEN SUB-COMMITTEES OF THE EXCO

- 11.1 The EXCO shall form sub-committees as required in order to facilitate their functions as prescribed in Article 10.1 of the TSA constitution. The matters related to each Committee, unless otherwise provided in this Charter, shall be set forth in the Charter of each Committee as determined by the EXCO (hereinafter referred to as the “Charter of the Committee”).
- 11.2 The EXCO shall appoint and remove members of each Committee and a Chairman of each Committee, pursuant to laws, regulations, the **TSA Constitution** and this Charter.
- 11.3 **Any EXCO member may examine and make keep copy of minutes of a Committee meeting.**

ARTICLE TWELVE COMPOSITION OF THE SUB-COMMITTEES

- 12.1 Each sub-committee shall have not more than **6 members** and three members present shall form the quorum of a sub-committee.
- 12.2 A sub-committee shall consist two(2) EXCO members, at least two(2) independent members, at least one(1) Assistant Chief Commissioner (as Secretary of the sub-committee) and at least one (1) Youth Forum representative or young person under age of 26.
- 12.3 **There shall be The Audit and Risk Sub-Committee which shall consist of two (2) EXCO members, (2) other Independent Members, Legal Advisor and Auditor .**
- 12.4 The Chairperson ~~and Vice Chairperson~~ shall not be the members of any sub-committees.

ARTICLE THIRTEEN CHAIRPERSONS OF THE SUB-COMMITTEES

- 13.1 A Chairperson of each Sub-Committee shall be appointed from among the EXCO members.
- 13.2 The Chairperson of each Sub-Committee shall convene meetings of the Sub-Committee, set the agenda of the Sub-Committee, and perform the acts provided in this Charter or the Charter of the Sub-Committee.

13.3 When a Chairman of a Sub-Committee is unable to act, another EXCO member of such Sub-Committee shall act as Chairman of the Sub-Committee.

**ARTICLE FOURTEEN
OTHER COMMITTEES**

14.1 The EXCO may, in addition to the Audit and Risk Sub-Committee, establish sub-committees consisting of all or some of the EXCO members or other invitees base on the needs.

**ARTICLE FIFTEEN
THE RELATIONSHIP BETWEEN THE NATIONAL EXECUTIVE COMMITTEE AND
THE CHIEF COMMISSIONER**

15.1 The roles of the National Executive Committee (EXCO) and that of the Chief Commissioner are strictly separated. The functions of EXCO are as per Article 8.7 of TSA Constitution, while the functions of the Chief Commissioner are as per Article 6.5(e) of TSA Constitution.

**ARTICLE SIXTEEN
HONORARY SECRETARY**

16.1 The Honorary Secretary shall be responsible for (i) Statutory duties as specified under the Trustees Incorporation Act [Cap 318-R.E 2002]; (ii) Attending EXCO meetings and ensuring that the EXCO meetings are properly convened and proceedings are properly recorded; (iii) Ensuring timely communication of EXCO level decisions to STECO; (iv) Maintaining records for the purposes of meeting statutory obligations; (v) Facilitating the provision of information as may be requested by the EXCO members from time to time; (vi) Supporting the EXCO in ensuring adherence to policies and procedures; and (vii) Carrying out other duties which may be directed by the EXCO from time to time.

16.2 The Honorary Secretary shall be responsible to the EXCO in the above enumerated duties and will in addition have a dual role which reports to the Chief Commissioner.

**ARTICLE SEVENTEEN
CULTURE OF THE NATIONAL EXECUTIVE COMMITTEE**

17.1 The EXCO actively seeks to have an “engaged culture” which is characterized by candour and a willingness to challenge, as evidenced in among other matters, the following:

- i. **Agenda:**
 - The Agenda of the Meetings of the EXCO limit presentation time and

- maximize discussion time;
- There are a lot of opportunities for informal interactions among EXCO members; such as some early discussions on the agenda issues before the meeting start time.
- ii. **Norms:**
 - EXCO members are honest yet constructive;
 - EXCO members are ready to ask questions and willing to challenge the STECO;
 - EXCO members actively seek out other EXCO Members' views and contributions;
 - EXCO members spend appropriate time on important issues;
- iii. **Beliefs:**
 - “If I don’t come prepared, I will be embarrassed”;
 - “If I don’t actively participate, I won’t be fulfilling my responsibility.”
 - “I’ll earn the respect of fellow EXCO members by making valuable contributions and taking responsibility for what I do.”
 - “If I can’t carry my load, or if I can’t agree with what’s going on, I should resign.”
- iv. **Values:**
 - The EXCO serves the community by actively participating in governance;
 - The EXCO is responsible to various stakeholders;
 - The EXCO members are personally accountable for what goes on at the Association
 - The EXCO is responsible for maintaining the Association’s stature in the sector;
 - The EXCO members respect each other.

**ARTICLE EIGHTEEN
INDEPENDENCE OF THE EXCO MEMBER AND DECLARATION OF CONFLICT OF
INTEREST**

- 18.1 The EXCO shall operate on principles of independence and impartiality. The EXCO will periodically assess the independence of the EXCO members by having regard to the criteria generally adopted for assessing the independence of EXCO members. The EXCO would apply these criteria upon admission, annually and when any new interest or relationship develops.
- 18.2 EXCO members shall have the responsibility to promote the best interest of the Association. Therefore, in making decisions, each Director shall only pursue the interests of the Company, and must not consider their personal interest.
- 18.3 EXCO members shall (i) disclose to the EXCO any actual or potential conflicts of interest which may exist or be thought to exist, as soon as they become aware of the issue; (ii) take any necessary and reasonable measures to try to resolve the conflict; and

(iii) comply with the relevant provisions of the Trustees Incorporation Act [Cap 318-R.E 2002].

- 18.4 Where a conflict or potential conflict situation exists, it is expected that the conflicted EXCO member will not receive any relevant EXCO papers and will be absent from the meeting whilst the EXCO discusses the matter. The conflicted EXCO member must not vote on the matter unless the other EXCO member who do not have a material personal interest in the matter have passed a resolution that states those EXCO members are satisfied that the interest should not disqualify the EXCO member from being present or voting on the matter.
- 18.5 EXCO members will be expected to advise the Chairperson of any proposed Board or Executive appointment to other organizations as soon as practicable.
- 18.6 The Honorary Secretary shall maintain a register of declarations of interests for reporting to the Board as necessary.

ARTICLE NINETEEN EXCO MEMBERS ORIENTATION AND EDUCATION

- 19.1 The National Steering Committee (STECO) shall provide new EXCO members with an initial orientation in order to familiarize them with their responsibilities as EXCO members under law and with the Association and its strategic plans, its significant financial, accounting and risk management issues, its compliance programs, its **Volunteers Code of Conduct**, its senior management, and its internal and independent auditors.
- 19.2 In order to facilitate the fulfillment by the EXCO member of their responsibilities regarding continuing education and to enhance each EXCO member's knowledge of the Association, the Association's activities and the latest developments in corporate governance, it is appropriate for STECO to provide EXCO members with the following:
- i. Educational programs supplemental to the initial orientation to explain the Association's activities, including its Educational Methods, projects, **products**, activities, services, technology and penetration rate;
 - ii. A legal review for the EXCO, at least annually, of
 - (a) the status of major litigation,
 - (b) compliance with significant regulatory requirements affecting the Association and
 - (c) corporate governance matters.

ARTICLE TWENTY
REMUNERATION OF EXCO MEMBERS AND MEMBERS OF SUB-COMMITTEES

- 20.1 EXCO members and members of sub-committees are among TSA volunteer members. Wages, honoraria and other monies may be provided in line with TSA Volunteers Reimbursement policy and Financial Regulations..

ARTICLE TWENTY ONE
EXCO MEMBERS' RIGHT TO INFORMATION

- 21.1 EXCO member shall have access to all information concerning the Association necessary to fulfill their duties as members of the National Executive Committee. Should EXCO members require information or wish to review documents outside the EXCO or sub-committee meeting, he/she shall address his request to the Chairperson, who shall decide in which form and to what extent the request can be granted, taking into account the interest of the Association as a whole as well as applicable laws and regulations.

ARTICLE TWENTY TWO
ACCESS TO ADULT VOLUNTEERS AND EMPLOYEES

- 22.1 EXCO members shall have full and free access to Adult Volunteers and Employees of the Company. Any meetings or contacts that EXCO member wishes to initiate may be arranged through the Chief Commissioner or directly by the EXCO member. The EXCO members will use their judgment to ensure that any such contact is not disruptive to the activities of the Association and will, to the extent not inappropriate, copy the Chief Commissioner on any written communications between the EXCO member and an officer or employee of the Association.

ARTICLE TWENTY THREE
ACCESS TO OFFICE FACILITIES

- 23.1 The EXCO members shall have access to administrative facilities, when required and to the extent appropriate, so as to enable them to fulfill their duties.

ARTICLE TWENTY FOUR
EXTERNAL COMMUNICATION BY THE BOARD

- 24.1 The Chief Commissioner represents the EXCO in the interaction with the media. Other EXCO members shall only discuss the Association matters with the media if cleared by the Chairman or if they are authorized to do so for specific topics. EXCO members shall not respond independently to complaints or other matters regarding the Association which have been raised in letters addressed to them in their capacity as EXCO members of the Association. EXCO members shall instead forward such communication to the Chief Commissioner for further handling of the matter.

**ARTICLE TWENTY FIVE
RESIGNATION AND CESSATION FROM THE EXCO**

- 25.1 EXCO member may resign at any time by giving notice in writing or by electronic transmission to the Chairperson of EXCO or the President of the Association i.e. the Minister responsible for Education of the Government of the United Republic of Tanzania in the event the Chairperson is an able to act, with a copy to the Chief Scout. Such resignation shall take effect upon receipt thereof or at any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- 25.2 EXCO member shall cease to be a member of the EXCO and other committees if he/she has been absent from three consecutive meetings without either notice or reasonable grounds.

**ARTICLE TWENTY SIX
PUBLICATION OF THE CHARTER**

- 26.1 The Key features of this Charter shall be outlined in the Association's Bi-Annual.

**ARTICLE TWENTY SEVEN
PERFORMANCE EVALUATION OF THE NATIONAL EXECUTIVE COMMITTEE
AND THE CHIEF COMMISSIONER**

- 27.1 The EXCO shall conduct an annual self-evaluation to determine whether it and its Sub-Committees are functioning effectively. The assessment will cover the performance of the EXCO, the Chief Commissioner and other EXCO members, and generally focus on the EXCO's contribution to the Association and specifically focus on areas in which the EXCO or STECO believes that the EXCO could improve.
- 27.2 The broad parameters for evaluating the performance of the EXCO, among others, shall contain the following: (i) Contribution to the strategic planning process, periodic reviews of the plans, and advice on effectiveness of the plans; (ii) Contribution towards good corporate governance and effective discharge of the role and responsibilities of the EXCO; (iii) Competence of EXCO members; (v) Independence of EXCO members; (vi) Preparedness of EXCO members; (vii) Personal attributes of EXCO members; (viii) Awareness of stakeholders; and (ix) Other relevant criteria in assessment of EXCO performance and effectiveness.
- 27.3 The broad parameters for evaluating the performance of the Chief Commissioner, among others, shall contain the following: (i) Achievement of financial and business targets as set out in the Association's strategy as periodically extracted; (ii) Managing and executing financial and business (action) plans, operational plans, compliance and risk management, administrative and financial affairs of the organization; (iii) Display of leadership qualities such as correctly anticipating business trends, opportunities, and

priorities affecting the Company's prosperity and operations; (iv) Development of policies and strategy aligned with the vision and mission of Association and which harmoniously balance the needs of scouts, volunteers, employees, and other stakeholders; (v) Establishment of an effective organization structure to ensure that there is management focus on key functions necessary for the organization to align with its mission; (vi) Managing relationships with the EXCO, STECO, and other stakeholders; and (ix) Other relevant criteria in assessment of performance and effectiveness of a Chief Commissioner.

- 27.2 The sub-committees of the EXCO shall each review and reassess the adequacy of its charter annually and recommend any proposed changes to the EXCO for approval. Further, each sub-committee, shall annually review its own performance and report the results to the EXCO.

ARTICLE TWENTY EIGHT REVIEW OF THE CHARTER

- 28.1 This Charter is subject to the review of the National Executive Committee annually to ensure it remains consistent with the EXCO's objectives and responsibilities. Any modification of the Charter shall be subject to a resolution of the EXCO.

ANNEXURE – A

S/ NO.	CATEGORY	SUB-CATEGORY	DESCRIPTIONS
1.	Financial Policies and Reports	Accounting Policies	Final approval of policies.
		Statement of going concern.	Final approval.
		Quarterly and Annual Financial Statements	Final approval.
		Annual and Bi-Annual Report.	Final approval.
Governance	Governance	Executive Committee mandate.	Final approval of EXCO Charter
		Sub-Committee	Final approval of appointment of sub-committees.
		Constitutional amendments	Final recommendation/proposals for the National Scout Councils approval.
		Policy, Organizations and Rules (POR) of Association.	Final recommendation/proposals for the National Scout Councils approval.
		Other operational policies and procedures.	Final approval and submission to the next National Scout Council for ratification.
		Code of ethics	Final approval.
Human Resources	Human Resources	Appointments of Chief Commissioner	Make final recommendation of 3 names to the Chief Scout for the appointment of the Chief Commissioner.
		Appointment of salaried staff.	Final approval.
		Remuneration and Salary Scheme.	Final Approval.
		Incentive Scheme	Final Approval.
		Pension Schemes	Pensions and gratuity rules.
		Human Resources Policies and	Final approval.

S/ NO.	CATEGORY	SUB-CATEGORY	DESCRIPTIONS
		Procedure Manual	
	Auditors	Appointment of Auditors	Recommendation to the National Scout Council for approval.
		Audit Fees	Final Approval
	Insurance	Employed Staff Group Policy	Final approval.
	Budget	Annual Budget	Final approval
		Budget Adjustments – Reallocation and Additions (+-)	Final approval
	Strategic Plans	New Strategic Plan	Final approval
		Strategic Plan Performance Review	Final approval
		Revised Strategic Plan	Final approval
	Banking and Investment Matters	Investment Policy	Final approval
		Bank Account Opening Resolutions	Final approval
		Bank Account Closure Resolutions.	Final approval
		Bank Account Details Amendment Resolutions	Final approval.
		Investment Accounts Resolutions	<ul style="list-style-type: none"> • Final approval. • Or ratification of STECO, if executed within the mandate (as per the terms) of the Investment policy
		Borrowing	<ul style="list-style-type: none"> • Final approval for unsecured loans. • Final recommendations for the Trustees approval for asset secured loans.
		Guarantees on behalf of 3 rd parties.	Final recommendations for the Trustees approval for 3 rd part

S/ NO.	CATEGORY	SUB-CATEGORY	DESCRIPTIONS
			guarantee.
	Contracts	Sales to 3 rd part	Final recommendations for the Trustees approval for sales to 3 rd part
		Purchase from 3 rd part	Final approval for value below TZS 75,000,000/-
		Purchase from 3 rd part	Final recommendations for the Trustees approval for value above TZS 75,000,000/-
		Consultants Contracts	<ul style="list-style-type: none"> Final approval for value above TZS 50,000,000/- but let than TZS 75,000,000/-. Final recommendations for the Trustees approval for value above TZS 75,000,000/-.
		Others	<ul style="list-style-type: none"> Final approval for value above TZS 50,000,000/- but let than TZS 75,000,000/-. Final recommendations for the Trustees approval for value above TZS 75,000,000/-.
	Capital expenditure	Normal budget capex	<ul style="list-style-type: none"> Final approval for value above TZS 50,000,000/- but let than TZS 75,000,000/-. Final recommendations for the Trustees approval for value above TZS 75,000,000/-.
		Unbudgeted or unspecified budget.	<ul style="list-style-type: none"> Final approval for value above TZS 25,000,000/- but let than TZS 75,000,000/-. Final recommendations for the Trustees approval for value above TZS 75,000,000/-.