

**TERMS OF REFERENCE
NATIONAL AWARD COUNCIL**

- Title:** Member – National Award Council
- Purpose:** Help fulfil the purpose, strategy and mission of Award in Barbados
- Appointment:** Members of the National Award Council are elected by the General Membership of The Duke of Edinburgh's International Award Barbados at the Award Annual General Meeting.
- Location:** Barbados
- Duration:** 24 months initially, renewable subject to re-election.
- Reporting to:** The National Award Council Chairperson
- Key Objectives:**
- To carry out the purposes of the Award for the benefit of young people.
 - To ensure compliance with the Award Constitution and policies, in keeping with local legislation and the global Award strategy.
 - To act in the Award's best interests
 - To manage the Award's resources responsibly.
 - To act with reasonable care and skill.
 - To ensure the Award is held accountable.
 - To fulfill the Award's Vision and Mission
 - To ensure longevity of the Award.

Duties and Responsibilities

- The appropriate administration and delivery of the Award Programme in Barbados
- To ensure adherence to the International Declaration
- To ensure operation of the Award Programme falls within the Fundamental and Operational Principles
- To publicize the Award Programme to the community as a whole
- To create and maintain resources in personnel, materials and funds directed towards the operation of the Award Programme
- To maintain a consistent level of participation and recruitment of new participants
- To maintain an administrative framework to enable the Award Programme to function
- To ensure provision of leader training
- To provide users with Award literature, badges and certificates
- To issue Record Books and/or ensure access to the Online Record Book (ORB)
- To authorize Awards and keep appropriate records
- To make appropriate arrangements for the presentation of pins and certificates.
- To provide advice to Trustees concerning apportionment of revenue funds

- To liaise, communicate and provide representation to the International Award Foundation and other officials for The Duke of Edinburgh's International Award
- To ensure provision, publishing and/or circulation of reports, periodicals and publications related to the Award Programme
- To facilitate delivery of the Award to national youth agencies
- To ensure common standards are maintained among all Award Units in accordance with international standards.
- To review, scrutinize and approve Award policies and proposals.
- To provide guidance on new initiatives.
- To attend frequent meetings to discuss and ensure adherence to the responsibilities outlined.

Core Values

Alignment with the core values of the Award in Barbados, including:

Responsibility, accountability and Integrity
Teamwork and empowerment
Social responsibility and outreach
Voluntarism, transparency and equity

Competencies

Commitment – Strong commitment to Award mission and values

Professionalism – Strong Ethics, integrity, resilience, optimism, and a well-developed sense of realism.

Planning and Organizing – Attention to detail and ability to plan work assignments, juggle competing demands and work under pressure of frequent and tight deadlines

Teamwork – Ability to work effectively as a member of a team; sensitivity to cultural differences

Relationships – Ability to build effective relationships at all levels

Education and Background

- Education commensurate with area of expertise
- A professional qualification in relevant subject matter is desirable
- Willingness to keep knowledge up to date
- Must be willing to complete an Award Orientation and Basic Award Training within 3 months of election.
- Subject to the Award Code of Conduct and related Policies
- Working knowledge of working with volunteers and interest in the development of young people is required.
- Working knowledge of Charity law and governance is desirable.

- Must be willing to be subject to formal vetting for criminal background or potential conflicts of interest

Experience

- At least 1 year's work experience in a related field.
- A track record of leadership, business management, innovation and/or sound financial control
- Experience of understanding business risk and its management and control is desirable.
- A Gold Award Certificate and completion of Award Leadership Training is desirable.
- Experience in the youth development field is desirable.

Resignation/Termination

- Member has reached the age of 75.
- Member has completed 3 full consecutive terms (6 years)
- Member is convicted of a criminal offence
- Member is not in good financial standing on the date of the AGM.
- Member becomes of unsound mind or perishes.
- Absence for more than three consecutive meetings without sufficient cause, subject to review by the Council.