



Role Description of the Resolutions Committee

- Responsible to:** The 25th European Scout Conference
- Term:** Commencing work after 19 April 2025 and ending at the official closing of the 25th European Scout Conference
- Time commitment:** Estimated 15 hours per month, expected to be most demanding in May and July 2025, including the preparation and delivery of an [online pre-engagement session](#) dedicated to draft proposals scheduled on 18 June 2025 from 19:30 to 20:30 CEST. Full time commitment required during the Conference itself (19-23 July 2025). Noting that the role will entail not being able to attend all business sessions of the Conference.
- Location:** Vienna, Austria
- Terms of Reference:** The role description of the Resolutions Committee is governed by:
- [Conference Document 2 Rules of Procedure](#)
 - and its [Annexe 2a Terms of Reference of the Resolutions Committee](#)
- Eligibility:** Members of the Resolutions Committee must:
- be endorsed by their Member Organization,
 - be part of the delegation (as observer or delegate) of their Member Organization attending the 25th European Scout Conference,
 - have undergone a Safe from Harm Check, confirmed by their Member Organization,
 - be willing to miss one or more business sessions of the Conference to ensure fulfilment of the role requirements, and
 - meet the skills and experience requirements set out in this role description.
- Appointment:** The members of the Resolutions Committee will be provisionally appointed by the European Scout Committee at the end of April 2025, pending endorsement by the 25th European Scout Conference during its first session. The appointment will be based on the required qualifications and competencies set out below as well as cultural diversity.
- Support:** The members of the Resolutions Committee will be supported by a member of staff of the World Scout Bureau Europe Support Centre to complete their duties. WOSM does not anticipate extending financial support for the fulfilment of this role.



Composed of experienced and culturally diverse members, the Resolutions' Committee will be available to support Member Organizations through the process of developing and submitting proposals to the Conference. During the Conference, the Resolutions Committee is responsible for consolidating all Draft Resolutions, Amendments and Draft Emergency Resolutions received and presenting them in a report to the Conference.

Key Results Areas

1. To provide support to Member Organizations in drafting proposals of Draft Resolutions and Amendments.
2. To facilitate discussion on Draft Resolutions and Amendments prior to and during the Conference.
3. To deliver a report to the Conference on the received Draft Resolutions and Amendments.

Qualifications Requirements

- Experience in governance or decision-making processes on national or international level.

- Experience in implementing rules of procedure or policy review.
- Scouting experience on national, regional and/or world levels.
- Knowledge of WOSM's organisational structure.
- Experience of working with volunteers.

Skills and Competencies

- Dynamic, open-minded, culturally sensitive and able to work and co-operate within a multi-cultural framework.
- Efficient, self-motivated, and proactive, with good organisational skills.
- Able to work under tight deadlines with a problem-solving mentality.
- Excellent attention to detail.
- Strong written and oral communication skills.
- A high degree of responsibility and integrity.
- Proven capability of working with and safeguarding of confidential information.
- Ability to communicate effectively in English. Literacy in French will be considered as a definite asset.
- Demonstrable computer literacy:
 - a. Microsoft Office expertise (Word, Excel, PowerPoint),
 - b. Online collaborative tools (such as Dropbox, Smartsheet),
 - c. Online communications (such as Email, Slack, MS Teams & ZOOM, Webinar platforms).

