



## NCC GUIDELINES FOR THE SCYP

***For the information of Committee Advisors, Assistant Committee Advisors, Secretary and Treasurer.***

### **COMMITTEE ADVISORS AND ASSISTANT COMMITTEE ADVISORS**

- The Committee Advisors and Senior Assistant Committee Advisors are appointed annually by the NCC for one year terms in each position. This is an NCC appointment but will be made with reference to the SCYP.
- The process of appointment is:
  1. Mentioned at June NCC meeting.
  2. Letter to SCYP and ecclesias in the minutes re appointment, mentioning guidelines in SCYP constitution.
  3. Nominations in writing from ecclesias to NCC Secretary by November 1<sup>st</sup>.
  4. NCC Secretary circulates list to SCYP for information and with agendas to ecclesias for consideration.
  5. Decision at November NCC meeting.
  6. Appointment to commence 1st January.
- The role of Committee Advisors and Assistant Committee Advisors includes advice, supervision and feedback, without direct domination of SCYP affairs.
- At least one of the Committee Advisors or Assistant Committee Advisors couples will be in attendance at the SCYP committee meetings, classes and activities of the SCYP. Not every Committee Advisor and Assistant Committee Advisor need attend everything organised by the SCYP but the Committee Advisor and Assistant Committee Advisor should work out a roster of attendance and share their experience with others on a regular basis.<sup>1</sup>
- The Committee Advisors and Assistant Committee Advisors are welcome to attend any NCC meeting to report on SCYP activities or raise any matter on which they would like the opinions of secretaries.

### **HOSTS**

- Some activities require additional people who act as hosts or chaperones for specific activities and camps, perhaps just two or three in each year. This is quite distinct from the roles of Committee Advisors and Assistant Committee Advisors.<sup>1</sup>
- Hosts must be suitable ecclesial members who the SCYP are comfortable with, chosen in conjunction with the Committee Advisors and/or Assistant Committee Advisors, and who are also registered with their ecclesia in accordance with Child Safety legislation.<sup>1</sup>
- Hosts must receive the endorsement of their home ecclesia.<sup>1</sup>

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<sup>1</sup> Updated on 29<sup>th</sup> June 2021

## **REPORTING TO THE NCC**

- The SCYP secretary will submit to the NCC Secretary a report by January 15th for the preceding calendar year.
- The SCYP treasurer will submit to the NCC Secretary a financial statement by February 15th for the preceding calendar year. The financial report must include as a minimum an opening balance, a closing balance, a total income and a total expenditure, as well as other information in the breakdown of activities.
- The Committee Advisors and Assistant Committee Advisors are welcome to attend any NCC meeting to report on SCYP activities or raise any matter on which they would like the opinions of Recorders.

## **RELATIONSHIP TO ECCLESIAS**

- The SCYP is financially self-supporting.
- The SCYP is covered by the NCC Insurance Policy.
- The SCYP will conform to copyright and performance requirements and the copyright and performance policy held by the NCC.

## **OPERATIONS OF THE SCYP**

- Young people are to be advised to show some commitment to their own ecclesias by attendance and involvement, not just in SCYP activities.
- The SCYP has its own constitution which it must follow.
- Any constitutional changes will be forwarded to the NCC for its consideration and approval. The NCC may recommend modifications or reject the changes.
- The cost of Camp Hosts (including Committee Advisors and Assistant Committee Advisors) are funded by the NCC up to a total limit of \$1,000 per camp.<sup>2</sup>
- The cost of First Aid Certificate training for all Committee Advisors and Assistant Committee Advisors are funded by the NCC.<sup>3</sup>

NCC Secretary

Originally issued 1<sup>st</sup> June 2005

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<sup>2</sup> Updated on 29<sup>th</sup> June 2021

<sup>3</sup> Updated on 29<sup>th</sup> March 2021

President and Vice President titles were changed to Committee Advisor and Assistant Committee Advisor at the NCC Committee Meeting held on 23/11/21