

A GUIDE FOR...

THE GROUP SUPPORTER.

Role, duties and key information



Editor's notes

Although in some parts of the British Isles Scout Counties are known as Areas or Islands – or in one case Bailiwick – for ease of reading this publication simply refers to County/Counties. In Scotland there is no direct equivalent for County or Area. In Scotland, Scouting is organised into Districts and Regions, each with distinct responsibilities. Some 'County' functions are the responsibility of Scottish Regions, whilst others lie with Scottish Districts. For further clarification please contact Scottish Headquarters.

Any reference to the Charity Commission herein applies to England and Wales. For Scotland, please refer to guidance from *The Office of the Scottish Charity Regulator (OSCR)* and for Northern Ireland the *Charity Commission for Northern Ireland (CCNI)*.

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This booklet is designed to help the role of Group Supporter.

It should not be seen as a technical guide, but should point you in the right direction when getting started in the role.

Policy, Organisation and Rules of The Scout Association is referred to as POR. It contains the up-to-date rules of The Scout Association. The latest version can be found at www.scouts.org.uk/por. Scottish variations from POR can be found on www.scouts-scotland.org.uk

This booklet assumes that the constitution of the Group follows the ideal constitution as described in POR, Rule 3.23. Your Group Chairman or Group Scout Leader will have further details of your Group's constitution and will be able to tell you if it varies from POR. As a member of the Group Executive Committee you are a trustee of the Scout Group. We advise Group trustees to refer to their constitution regularly to remind themselves what the charity's purposes are and how it should be run. Each trustee should be given a full copy of the constitution on appointment, particularly if it varies from POR.



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CHAPTER 1

ABOUT THE ROLE.



This booklet is designed to help explain the role of a Group Supporter. If you are reading this, you have probably taken on (or are considering taking on) this role and are looking for guidance and further information. It is the aim of this booklet to provide you with advice and support. Other members of the Group (such as the Group Scout Leader or Group Chairman), may also find it useful.

This booklet should be treated as a guide and read in conjunction with other resources (including The Scout Association's *Policy, Organisation and Rules*, referred to as POR throughout this book). If you are new to Scouting or the role you may find it useful to read the 'Understanding Scouting language' section on page 15 first.

This booklet has been produced as part of a series, which also includes guides for the Group Chairman, Group Secretary and Group Treasurer. You may find it useful to look through these resources to get an understanding of their roles and the wider role of the Group Executive Committee.

THE GROUP SUPPORTER'S ROLE

There are a wide variety of roles which need to be undertaken in any Scout Group. Some are as part of the Group's committee structure, and others involve much more practical tasks.

As a Group Supporter you will sit on the Group Executive Committee or assist with the work of the Group Executive Committee; either by the committee delegating specific responsibilities to you or by being part of a sub-committee.

All of the tasks required of a Group Supporter are to ensure that the Group can provide Scouting for our young people both now and in the future.

Note: The diagram on page 17 shows the structure of the Scout Group, the Group Scout Council and the Group Executive Committee.

How did you become a Group Supporter?

You may be in your role because you were invited to volunteer by the Group Scout Leader or the Group Executive Committee. You might even be in a role which required you to be nominated and seconded before being elected by the Group Scout Council. Either way, this booklet will help you find out more about the Group, the Group Executive Committee and the role of a Group Supporter.

What are you a Supporter of?

You are a Supporter of a Scout Group, and are more than likely an existing member of the Group Scout Council, or you may be a member of the Group Executive Committee.

The Group Scout Council is the electoral body which supports Scouting in the Scout Group. The Group Executive Committee is accountable to the Group Scout Council.

In reality the Group Scout Council meets just once a year. This meeting, the Annual General Meeting, must be held within six months of the Group's financial year end. The Group Scout Council receives annual reports and sets up the Group Executive Committee for the following year.

Membership of the Group Scout Council is open to all adults with appointments in the Group, as well as the parents of youth members in the Group, and Patrol Leaders. Other supporters, including former Scouts and their parents, may be admitted to the Group Scout Council. It is possible, in fact highly desirable, to include all of those who support the Group.



How does the Scout Group work?

The Group Scout Leader is the volunteer manager of the Scout Group. They are responsible for providing leadership and support to every adult and young person involved in the Group.

The Group Chairman and the Group Executive Committee support the Group Scout Leader and ensure the effective administration of the Scout Group. The Group Scout Leader nominates the Group Chairman and the relationship should be one of partnership and mutual support.

The Group Executive Committee aims to make sure that the Scout Group has the facilities and resources needed to deliver good Scouting in the Group.

The leaders in the Group work with their team of adults (who perform a variety of roles) to deliver an exciting and attractive programme of activities for young people in the Group. Their work is co-ordinated through the Group Scouters' meeting (chaired by the Group Scout Leader), which includes the section leaders and assistants.

As a Group Supporter you may work closely with various members of the Group, especially the Group Scout Leader and Group Chairman.

Who are members of the Group Executive Committee?

EX-OFFICIO MEMBERS:

These sit on the committee because of their appointment. If they resign the role they cease being an Executive Committee member and a trustee.

- The Group Chairman
- The Group Secretary
- The Group Treasurer
- The Group Scout Leader
- The Assistant Group Scout Leader
- The Explorer Scout Leader (if stated in a partnership agreement and subject to that Explorer Scout Leader expressly indicating at the AGM (in writing or orally at the meeting) that they are willing to perform such a function)
- The sponsoring authority (or its nominee)
- All Section Leaders (ie individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role), subject to that section leader expressly indicating at the AGM (in writing or orally at the meeting) that they are willing to perform such a function.

The District Commissioner and the District Chairman have the right of attendance at meetings of the Group Executive Committee.

NOMINATED MEMBERS:

- Persons nominated by the Group Scout Leader and approved at the Group's Annual General Meeting (**Note:** nominated members are not required to be members of the Group Scout Council before nomination, but may well be).
- The number of nominated members must not exceed the number of elected members.

ELECTED MEMBERS:

- Persons elected from the Group Scout Council at the Group's AGM.

Note: these should normally be four to six in number, however the actual number is subject to resolution by the Group Scout Council.

CO-OPTED MEMBERS:

- Chosen annually by the Group Executive Committee for their skills to be on the committee.
- The number of co-opted members must not exceed the number of elected members.
- Other people who the Group Executive believes are suitable for a specific function are 'co-opted' on to the Group Executive Committee.

Ideally, between the nominated members, elected members and co-opted members, the Group Executive Committee should include a parent of at least one Member from each of the sections in the Group.

Why do we need a Group Executive Committee?

The Group Executive Committee exists to support the Group Scout Leader and ensure the effective administration of the Scout Group. It is responsible for:

- maintenance of the Group's property and equipment
- raising of funds and the administration of the Group's finance
- insurance of persons, property and equipment
- Group public occasions – and ensuring the Group is well regarded in public
- assisting with the recruitment of leaders and other adult support

The Group Executive Committee may establish any sub-committees which it deems necessary and is also responsible for the appointment of co-opted Executive Members, Group Administrators and Group Advisers.

Members of the Group Executive Committee are the charity trustees of the Scout Group. As such they are responsible for complying with all the legislation applicable to charities. As a Group Supporter, you may be a member of the Group Executive Committee. If you are a member of the Group



Executive Committee you are a trustee of the Group. As such you will share the responsibility for ensuring that the business of the charity is carried out according to its own rules and with the rules of The Charity Commission (in Scotland the Office of the Scottish Charity Regulator).

WHO CAN HELP YOU GET STARTED?

The Group Chairman

The Group Chairman has the responsibility to lead the Group Executive Committee to provide the administrative and financial support for the Group.

Arranging a meeting to talk through how it will work is very important, as you both need to understand the responsibilities of your own and each other's role.

You, as Group Supporter, need to understand:

- your role, what is expected of you and where you fit within the Group
- how the Scout Group is structured and how it operates
- the Group Chairman's priorities
- the Group Chairman's and GSL's preferred ways of working.

The Group Chairman needs to understand:

- your need for information in a timely manner
- your ideas about how you intend to do the job
- your priorities and preferred way of working
- how they can support you.

The Group Chairman can provide you with a copy of POR. This document recognises that Scouting happens mostly in Scout Groups and emphasises the importance of your role.

The retiring Group Supporter

Hopefully your predecessor is available to do a proper handover of the role. Whether their appointment was long or short term, they will have valuable experience about the role and a useful insight into recent issues, challenges and opportunities for further development. Make effective use of this knowledge to give yourself the best possible start.

Arrange to meet with them so that the handover can be smooth for you and all the other people involved. Ask them for any relevant paperwork and information. There will be some things that you will need to collect from them. These might include equipment, books, folders or records. They might be the best person to introduce you to the key people within the Scout Group and the local community.

The first few months in your new role is a period in which you need to be supported, but remember that others will also need time to get used to a change in the team. Making sure you have a firm understanding of the current situation is essential to work out the best way to move forward.

Remember that one day you will hand over to someone else, so keeping notes, records and other details of your time in the role will make the transfer to a future successor much easier – they won't need to start from scratch.

The District Executive Committee

One of the main responsibilities of the District Executive Committee is to supervise the administration of Scout Groups in their area. There may be someone in the District Executive Committee that specialises in your particular role. If so, this is very much someone who will have an interest in helping you fulfil your role.

It's important to establish a good working relationship, so that you know what is expected of you not just by the Scout Group but also by the District, to work together effectively.

The District is also in a position to introduce you to other Group Supporters in the District, providing you with another source of support.

An experienced Group Supporter

The experience of a Group Supporter (and other members of Group Executive Committees) can make all the difference during good and bad times. It can be invaluable to have someone to talk to who:

- understands your situation
- has experience of similar situations
- is not directly involved in the situation.

Being able to communicate, by email, phone or in person, can be a source of ideas, inspiration and support. While every Scout Group might have a different way of doing things, they are likely to have come across similar situations before.

Other Group Supporters in your District are definite candidates for this support. Try to meet as many as possible and find someone you can relate to.

They will have been new to the role at some point, so draw from their experience and benefit from it. It is likely that you will have something to offer them, too.



YOUR KEY COLLEAGUES

The Group Chairman

The Group Chairman is nominated to:

- work closely with and support the Group Scout Leader
- lead the Group Executive Committee, to provide sound administrative and financial support to the Group
- maintain and develop the Group as part of the community
- keep in touch with the Scout District.

Other Group Executive Committee members

Other members of the Group Executive Committee will have different functions, skills and strengths. Establishing a good method of working is very important, so try to meet them as soon as possible.

The Group Scout Leader

The Group Scout Leader is the volunteer manager of the Scout Group. They are responsible for providing leadership and support to every adult and young person involved in the Group. They work with the Group Chairman to ensure the effective running and administration of the Scout Group.

Although your contact will mostly be with the Group Chairman and other Group Executive Committee members, it is important to know and be in regular contact with the Group Scout Leader.

Working relationships

The Group Executive Committee will function most effectively when you work as a team, with a good understanding between you all.

Arranging an introductory meeting of the Group Scout Leader, the Group Secretary, the Group Chairman and other members of the Group Executive Committee would help to start building a good and effective working relationship.

An introductory meeting with each member individually, soon after you begin your role (or whenever there is a new addition to the team) is also a good idea. It gives you the opportunity to:

- be clear about each other's role
- decide how you can best work together.

By working together and combining strengths, you are all supported to do a better job.



CHAPTER 2

KEY PARTS OF THE ROLE.



KEY ELEMENTS OF THE ROLE

This will depend very much on 'your role'. The following are a selection of the many jobs that need to be carried out in Scout Groups by a Group Supporter.

COMMITTEE MEMBER

Being a committee member, either as part of the Group Executive Committee or a sub-committee, involves more than just attending and sitting in a meeting. It involves making a positive contribution to the work of the committee.

You can do this by being well prepared. There are three key stages:

- before a meeting
- during a meeting
- after and in-between meetings.

Things to do before a meeting:

- keep the date free in your diary
- read the agenda and any supporting papers, thinking carefully about the issues to be discussed
- prepare any part which you have agreed to undertake
- inform the Secretary if you are unable to attend
- inform the Secretary of any additional matters that need to be discussed at the meeting.

Things to do during a meeting:

- ensure that you arrive on time and have brought any required supporting papers
- listen carefully throughout the meeting

- actively contribute to the meeting
- take notes about anything you agree to do, ensure that you are clear about what is expected of you and what timescale or budget you have to work to
- help to keep everyone involved.

Things to do after and in-between meetings:

- complete any actions that are your responsibility
- read the minutes when they arrive
- keep the Chairman advised of progress, asking for help if you need it.

Remember that it is not the talk at the committee which achieves things. It is the action between meetings and people working together that makes the progress.

Executive Committee members

If you are a member of the Group Executive Committee then there are additional responsibilities to those mentioned above. Collectively you are responsible for directing the affairs of the Group, ensuring that it is financially stable and well-run, and delivering the charitable outcomes for which it was set up. The Group Executive Committee has an ongoing personal responsibility to act properly on behalf of the Group.

Members of the Group Executive Committee are the charity trustees of the Group. As such, they are responsible for complying with all the legislation applicable to charities.

For more information on trusteeship, see 'Trusteeship and the Charities Act' in chapter 3 of this booklet.



SUB-COMMITTEES AND SUB-COMMITTEE CHAIRMAN

The Group Executive Committee may establish any number of sub-committees to manage the work that it deems necessary. Taking on such responsibilities as a Group Supporter will help free up the time of section leaders to let them do what they are good at – running their sections. Obviously, the more people who are involved in helping out the Group, the more that will get done.

Any sub-committee will require a separate chairman. Having a separate team for these duties lifts a huge weight from the leaders, and having a separate chairman ensures that they are organised and focused. It is normal for the chairman of a sub-committee to be drawn from members of the Group Executive Committee. If this was not the case there would be no clear line of report. The Group Scout Leader and Group Chairman are ex-officio members of any sub-committees set up in this way.

Sub-committee chairman

Chairing a sub-committee is no different to any other meeting. There are key three stages:

- preparing for meetings
- at a meeting
- after and in-between meetings.

The other booklet in this series aimed at the Group Chairman has many helpful hints. The key messages are that you need to be well prepared, involve those who are part of your team and ensure that the task moves forward. Remember that people will lose interest if they are not involved or if they don't believe that you are all making progress.

It is up to the Group Executive Committee to set clear objectives for any sub-committee. If you are asked to be a Chairman for a sub-committee, ensure that you are given clear and achievable aims. For example:

- how long will the sub-committee last – is it responsible for the management of a single event or more long-term objectives?
- what budget has the Executive Committee allocated to the sub-committee?
- is the sub-committee expected to generate funds for the Group, and if so, how much?
- how regularly will the activities of the sub-committee need to be reported to the Group Executive Committee?

Check with your Group Chairman or Group Scout Leader (GSL) to see if any guidelines exist for any sub-committees you become involved in. If not, it may be worth the sub-committee

chairman and GSL or Group Chairman drawing one up. This will help ensure that all parties are aware of the expectations, main tasks and key criteria of the sub-committee.

Regular reports to the Group Executive Committee will allow them to keep track of the progress of the sub-committee, ascertain whether any additional support is required, and review the sub-committee's key targets.

Taking these steps early on will help make any sub-committee more effective and focused.

Sub-committees

Sub-committees can be set up for a wide range of purposes such as a new headquarters project, celebratory Group camp or organising a family social evening. These can be formed and dissolved as and when they are deemed necessary by the Group Executive Committee.

Below are a few examples of some typical sub-committees. They are provided to outline some of the common tasks and responsibilities associated with sub-Committees; they might help you find an area that you could further help support the Group, or provide guidance for a sub-committee you are currently involved in. Sub-committee members do not need to be on the Executive Committee but they could be. Typical sub-committees might be:

- Fundraising sub-committee
- Communications sub-committee
- Group Headquarters sub-committee
- Social sub-committee

Other sub-committees may be established to do specific short or long term tasks.

FUNDRAISING SUB-COMMITTEE

All Scout Groups need funds to provide their wide variety of activities and events, purchase equipment, provide badges and so on. Some establish a sub-committee or small working group to help them do this, usually under the direction and guidance of the Group Treasurer.

Some of the sub-committee's main tasks could include:

- to raise funds for the Group
- to co-ordinate all required fundraising activities for the Group
- to be the main point of contact for the Group regarding any Group fundraising requirements, internally and externally
- to communicate effectively, as a sub-committee, and with the Group Executive Committee.



Any fundraising committee must include at least two members of the Group Executive Committee, in addition to the ex-officio members. No section leader or assistant leader may serve on such a fundraising sub-committee.

There are a number of ways that a fundraising sub-committee can help raise funds for the Group. For example they can ensure that the Group is using the Gift Aid scheme for membership subscription payments, organise a fundraising campaign, plan a specific fundraising event, encourage online donations or develop links with local businesses/individuals. For any fundraising scheme you will have to think very carefully about:

- what you want to do
- why you want to do it
- what you need the money for
- what the benefits will be.

A successful or repeatable fundraising scheme can be extremely valuable for a Group. It brings all kinds of direct and indirect benefits. However, for every successful scheme that attracts new supporters, another could fall flat, get rained off or have the sponsor pull out at the last moment. You must always evaluate the fundraising potential against the risk of losing money. A well-run event can make money, take your message out to a wider public, involve existing supporters and bring in new supporters. But many absorb a great deal of energy for very small returns.

If you are part of a fundraising sub-committee you may find these resources helpful:

- *Fundraising for local Scouting* (FS190018)
- *Fundraising FAQs* (FS190026)
- Legacy information booklet
- Rule 3.55 to Rule 3.61 (POR)

All of these resources are available for download from www.scouts.org.uk or can be ordered through the Scout Information Centre.

COMMUNICATIONS SUB-COMMITTEE

The Group Executive Committee may feel that a communications sub-committee is worthwhile for your Group. Such a sub-committee can help provide an achievable plan to enable the Group to communicate effectively at all levels with parents, young people, Scouting, the media, the general public and members of the local community.

Some of the sub-committee's main tasks might be to:

- provide and maintain a useful and informative website
- provide a newsletter of Group activities available to all

- maintain and improve the image and profile of the Group
- develop and enhance communication throughout the Group
- be the main point of contact for the Group regarding communication and media issues.

Local media and press publicity can be very influential for members of the public. The best way to generate positive coverage for your Scout Group is to contact your County Media Development Manager (Assistant Regional Commissioner (Communications) in Scotland) who will be happy to help you. This relationship could be managed by one designated person, who could be a member of the sub-committee.

There are a number of other roles that could be delegated to individuals with the required skills and commitment. For example a Public Relations Officer could maintain contact with local newspapers and other media, your Group may have a Group Magazine Editor to work with the Group Secretary to promote the activities in the Group, or you may need a Website Manager to be responsible for all the Group's online presence.

There are thousands of charities in the UK. It's therefore vital for Scouting to stand out from the crowd. To help achieve this, we need to make sure any materials a Group produces promote the fun, challenge and adventure of Scouting. They need to follow The Scout Association's brand guidelines and visual identity including colour palette, fonts and design.

To help, The Scout Association has a brand centre which can be used to help create on-brand materials without expense or expertise. See www.scouts.org.uk/brand

The days of wonky, photocopied, typewritten pages are over. Let's show how professional we are so that we attract more volunteers and increase our funding. When we speak with one voice and present a consistent image of Scouting, we can build recognition and support locally and nationally.

MAINTENANCE

Most groups need to look after the premises which they use, whether it is their own property or a room or building that they share. Group Supporters are a valuable source of help for building maintenance, painting, cleaning and general duties to make sure that premises remain fit for purpose. The Group Executive Committee could ask a Group Supporter to act as a Headquarters/Maintenance Manager or they may decide a Headquarters/Maintenance sub-committee is necessary.



The sub-committee or manager will help co-ordinate this role in order to improve and maintain the condition of the premises the Scout Group uses and ensure compliance with health and safety requirements and any other regulation appertaining to the use of the premises.

Further advice can be found in the factsheet *Managing Safe Scout Premises* (FS320010) available from www.scouts.org.uk

EQUIPMENT

Scout Groups need equipment to run an exciting programme of activities for their young people. Equipment costs money, and each item will represent a good deal of hard work in fundraising. It follows, therefore, that everybody in the Group needs to look after the equipment.

The care and control of the equipment could be the responsibility of a Group Supporter who has taken on the responsibility of Quartermaster. The Quartermaster should work closely with the adults in the Group and also with the Group Treasurer, who is responsible for the inventory and insurance of the equipment. Having someone to deal with the day-to-day upkeep, repair and booking in and out of equipment will really help to ensure equipment is looked after and available for use when needed.

The key elements of the role could be to:

- operate the booking arrangements for equipment
- control the issue and return of equipment
- check the condition of equipment
- maintain the equipment
- give advice about the need for refurbishment or replacement of equipment
- advise the Group Treasurer of the need to modify the inventory.

It is a role that requires a good deal of patience and flexibility. Remember that the equipment is there to be used; working with the leader team will help make sure this happens.

TRANSPORT

Some Groups have their own minibus, trailers or other items that need looking after, and often Groups arrange transport to take members to activities. A Group Supporter can help support and advise the Group Treasurer in order to keep on top of the maintenance and care of any motor vehicles belonging to the Group. This will ensure that all vehicles are properly registered, licensed and insured as necessary, and that all requirements as to their condition, testing and the licence requirements for drivers, as well as any other matters are fulfilled. Taking on this role could be a good way of taking the load off the section leaders.



CHAPTER 3 OTHER TOPICS.



There are a number of other things you should be aware of as a Group Supporter. In this chapter, we explain some key information and direct you to other sources of support.

MEMBERSHIP OF THE SCOUT ASSOCIATION

There are two types of membership of The Scout Association – Member or Associate Member.

MEMBERS:

Young people who join a section, make the Scout Promise and become Members of The Scout Association.

Adults who, by choice or because of the requirements of their appointment, become Members of The Scout Association, make the Scout Promise and pay a membership subscription.

ASSOCIATE MEMBERS:

Some adults may choose to become Associate Members. This involves signing a declaration, paying the membership subscription but not having to make the Scout Promise.

Please note: Group Chairmen, Group Secretaries, Group Treasurers and other members of the Group Executive Committee, including Group Supporters, are not required to be Members of The Scout Association but are encouraged to consider their options. They could become Members or Associate Members.

TRUSTEESHIP AND THE CHARITIES ACT

Members of the Group Executive Committee are the charity trustees of the Scout Group. This places responsibilities on them to comply with the law in this respect.

The Charity Commission provides useful supporting information to help explain the role of a charity trustee. You might consider

obtaining (from www.charity-commission.gov.uk) the following useful publications:

- CC3 – *The essential trustee: what you need to know*
- CC3a – *The essential trustee: an introduction*

These resources clarify what the charity trustee must know, the responsibilities placed upon them and their commitment to acting properly.

The Group Executive Committee has an ongoing and personal responsibility to act properly on behalf of the Scout Group. They must not, for example, decide to take a chance and save money by not insuring Group property. POR sets out the details and must be referred to. Up-to-date information is available from the Scout Information Centre. Refer to Scottish variations to POR for the most up-to-date regulations in Scotland.

THE ANNUAL GENERAL MEETING (AGM)

A Scout Group is required to hold an Annual General Meeting within six months of the end of the financial year. The meeting is to:

- receive and consider the annual report of the Group Executive Committee, including the annual statement of accounts
- approve the Group Scout Leader's nomination of Group Chairman and nominated members of the Group Executive Committee
- elect a Group Secretary and Group Treasurer
- elect certain members of the Group Executive Committee
- appoint an auditor or independent examiner or scrutineer, as required by POR.

Although the AGM has a formal function, it is an ideal opportunity to:

- promote the Group – to current members and the wider community
- highlight the successes of the past year



- plan for the future activities of the Scout Group
- meet and communicate with other members of the Group Scout Council
- have an exciting, inclusive meeting that may lead to the recruitment of adults in to the Scout Group.

The Group Chairman will work closely with the Group Scout Leader and other members of the Group Executive Committee, including Group Supporters, to ensure the event achieves its aims.

The biggest challenge is often getting people to turn up. The formal part of the meeting needs to be conducted properly, and to achieve the aims above. However, this does not need to put people off attending.

The chief thing that you need to do, as someone very clearly part of the Group, is to turn up. Hopefully you will be able to encourage some others to come as well. It is an opportunity to involve others and to spread the workload wider.

SOCIAL EVENTS

Social activities are an important part of the life of the Scout Group. They are good ways to:

- keep people interested
- allow everyone to unwind
- involve more people
- raise funds or awareness.

When planning, it is important to remember that social events should not detract from the real purpose of the Scout Group, which is to deliver Scouting to young people.

OTHER SOURCES OF HELP

People

As a Group Supporter, you could be part of the Group Executive Committee and can use them as a source of support. The Group Chairman in particular can be a helpful person to be in regular contact with.

There will be other people in your District or County who will be able to help. Other Group Supporters in your District, Appointments Secretaries and District/County Secretaries are all people who can advise and assist you in your role.

Resources for a Group Supporter

Resources to support the role of the Group Supporter are available at www.scouts.org.uk or via the Scout Information Centre.

The main resources to support you role are:

- *The Group Executive Committee* (FS330007)

You may also find these resources helpful:

- *Policy, Organisation and Rules (POR)*
- *A Guide for the Group Chairman*
- *A Guide for the Group Treasurer*
- *A Guide for the Group Secretary*

www.scouts.org.uk

Sign up to www.scouts.org.uk to access your personal Scouting record, including training, awards and Programmes Online (POL). You can use your details to receive *Scouting* magazine and tailored email communications. The website is a starting point for resources, information and advice.

Contact

For further information, contact the Adult Support Team at Gilwell Park by:

- phone on 0845 300 1818
- email at adult.support@scouts.org.uk
- letter to the Adult Support Team:

The Scout Association
Gilwell Park
London
E4 7QW.

For help with Scouting development locally (in England), the Regional Development Service can be contacted via the Scout Information Centre. In Northern Ireland, Scotland and Wales, contact the appropriate Country Headquarters.

For general enquiries, please contact the Scout Information Centre on 0845 300 1818 or email info.centre@scouts.org.uk

UNDERSTANDING SCOUTING LANGUAGE

Scouting language can be confusing and off-putting for newcomers, with a range of terms, abbreviations and jargon to contend with. This basic guide is intended to explain Scouting terms for the newcomer.

Group

The local unit of Scouting that is managed by a Group Scout Leader (GSL).

Section

Each Group will include one or more Scout sections, eg the Beaver Scout section, for a specific age range of young people.

Beaver Scout section

The Beaver Scout section is for young people aged 6–8.



Each Beaver section is known as a Colony. The Colony may be divided into small groups of young people called Lodges.

Cub Scout section

The Cub Scout section is for young people aged 8–10½. Each Cub section is known as a Pack. The Pack may be divided into small groups of young people called Sixes, each led by a Sixer.

Scout section

The Scout section is for young people aged 10½–14. Each Scout section is known as a Troop. The Troop may be divided into small groups of young people called Patrols, each led by a Patrol Leader.

Explorer Scout section

The Explorer Scout section is for young people aged 14–18. Each Explorer Scout section is known as a Unit. Most Explorer Scout Units will be based within the Scout District (with a few attached to Scout Groups).

Scout Network

The Scout Network is for people aged 18–25. They are based in Scout Districts or Scout Counties.

Leaders

Each section will have a group of adults who run it, usually led by a section leader, who will be supported by other adults in Scouting, including assistant section leaders, section assistants, instructors and Occasional Helpers. Some of these voluntary roles may be described in a couple of different ways, for example:

DC: District Commissioner

GSL: Group Scout Leader

ABSL: Assistant Beaver Scout Leader

SL: Scout Leader

Adults in Scouting

Most adults in Scouting will hold an appointment, which means they have a defined role that they have been appointed to. Their role will be recognised by an appointment card. Group appointments are approved by the Scout District.

Scout Group

The Group Scout Leader is the manager of the Scout Group and leads a team of adult volunteers. Scout Groups are made up of Beaver Scout Colonies, Cub Scout Packs and Scout Troops (some also include Explorer Scout Units).

- The Group Executive Committee exists to support the Group Scout Leader with their role and to ensure the effective administration and running of the Scout Group.
- The Group Chairman chairs the committee and works in partnership with the Group Scout Leader.
- The Group Scout Council comprises a variety of adults and young people in the Group and is the body to which the Group Executive Committee is accountable.

District

Your Scout Group will be part of a Scout District, which provides support to Scout Groups and encourages them to work together.

- The District will be managed by a District Commissioner (DC).
- They are likely to be supported by a team of Assistant District Commissioners (ADCs). They will often hold a specific appointment such as ADC (Cub Scouts), with responsibility to develop this particular area of Scouting.

County

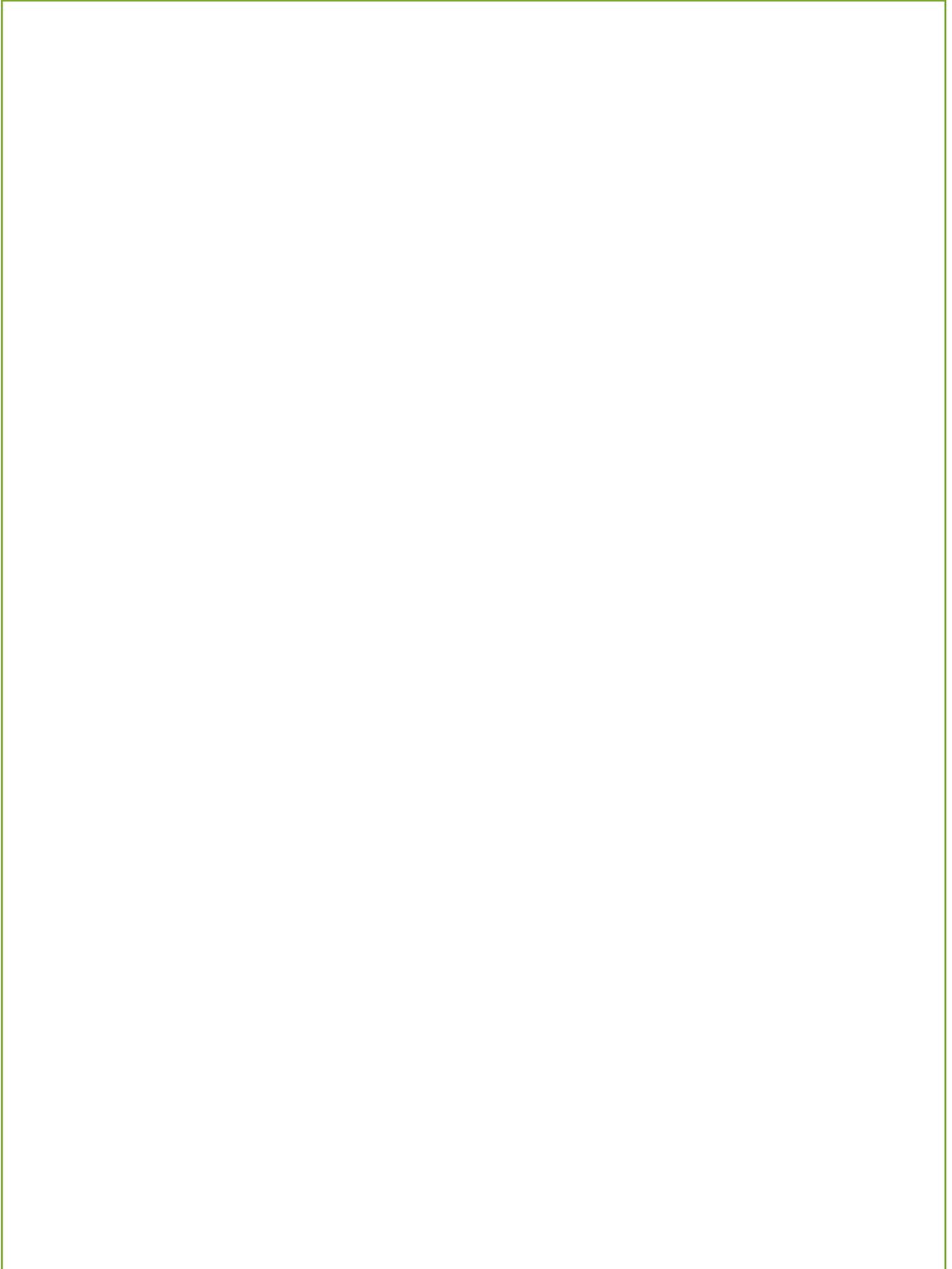
Your Scout District and Group will also be part of a Scout County, which is managed by a County Commissioner (CC).

Scout Active Support

For adults, Scout Active Support Units are based in Scout Groups, Districts and Counties and provide direct support to Scouting locally.



NOTES

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A GUIDE FOR...
THE GROUP SUPPORTER.

Role, duties and key information



A GUIDE FOR...
THE GROUP CHAIRMAN.

Role, duties and key information



A GUIDE FOR...
THE GROUP SECRETARY.

Role, duties and key information



A GUIDE FOR...
THE GROUP TREASURER.

Role, duties and key information

