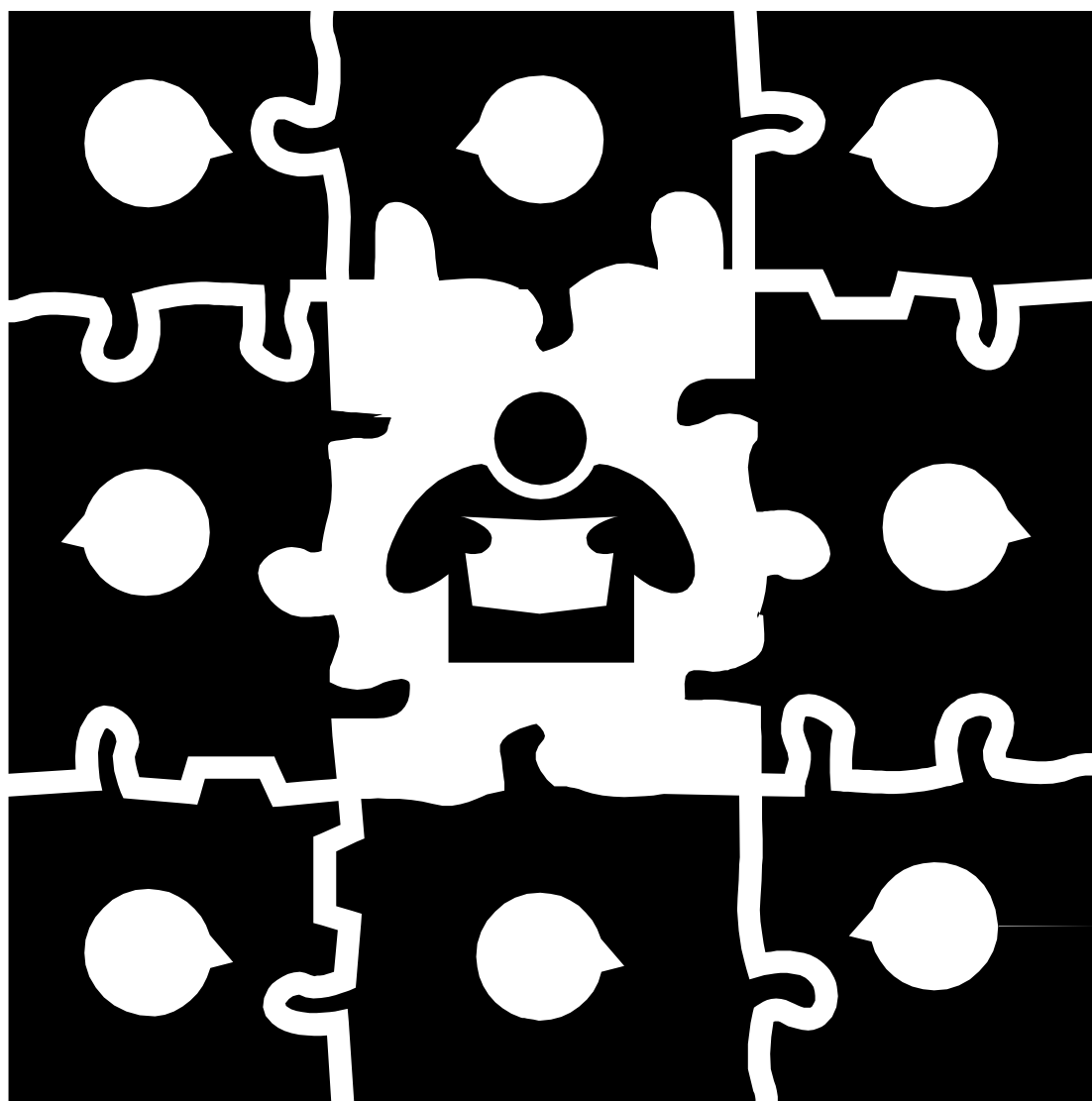


A guide for administrators

Supporting
The Group Chairman
- a guide to the role





Supporting the Group Chairman – A Guide to the Role

An Australian Scout Publication

Scouts Australia acknowledges the support provided by the Adult Support Section of The Scout Association, United Kingdom, in making available their publications *A Guide for Administrators*. It also acknowledges the contribution made by Peter Ingram and Leaders from the Yarra Valley Region, Victoria.

Published by authority of the National Executive Committee of The Scout Association of Australia.

No part of this publication may be reproduced or utilised in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage, mailing or retrieval system, without written permission of Scouts Australia.

Copyright © The Scout Association of Australia

First Edition May 2003

This booklet is designed as a starting point for those who become involved as Chairman of a Scout Group.

It is not designed as a technical guide but to point you in the right direction in the first few weeks and months.

Policy and Rules of Scouts Australia and your state Rules are referred to in this booklet.

It contains the up-to-date Rules of Scouts Australia.

Contents

THE GROUP CHAIRMAN'S DUTY STATEMENT	1
EXPECTATIONS OF GROUP COMMITTEE MEMBERS	2
THE GROUP COMMITTEE CHECKLIST	2
WHO CAN HELP YOU GET STARTED?	3
YOUR KEY COLLEAGUES	4
KEY ELEMENTS OF THE ROLE	5
Work closely with and support the Group Leader	5
Lead the administrative and financial support team	5
Maintain and develop the Group as part of the community	10
Keep in touch with the Chairman of the Scout District	10
OTHER TOPICS	10
Membership of Scouts Australia	10
Group Bank Accounts	11
Fundraising	11
Scout Dens/Halls and meeting places	11
Social events	12
OTHER SOURCES OF HELP	12
UNDERSTANDING SCOUTING LANGUAGE	12
THE SCOUT GROUP STRUCTURE	14

Congratulations on becoming the Group Chairman. It is an extremely important role in Scouting and it is hoped that you will enjoy it.

This booklet is designed to help you get started and point you in the right direction in the first few weeks and months.

If you are very new to Scouting you may well find it useful to read the 'jargon buster' ***Understanding Scouting language*** first. You will find it at the end of this booklet.

THE GROUP CHAIRMAN'S DUTY STATEMENT

- To support and assist the Group Leader in running the Group as laid down in Policy and Rules.
- To ensure the Group Committee works on the principles as laid down in Policy and Rules and the Group Committee Constitution.
- To chair meetings of the Group Committee, after preparation of an agenda in consultation with the Group Committee Secretary.
- To give a lead to the other Committee members by personal example, and motivate and enthuse them with specific objectives.
- To ensure that the Group Committee cooperates with the District Association and appoints delegates to District as required.
- Be a Delegate to District and liaise with the District Association/Executive and its Chairman and refer to them for advice as necessary.
- Provide a written annual report.

NB *If unable to attend a meeting, he/she must ensure the Group Leader and Vice Chairman are told and are briefed.*

How did you become the Group Chairman?

In constitutional terms your nomination by the Group Leader was approved by the members of the Annual General Meeting of your Group. No doubt before this there was some discussion with you and even some mild persuasion. You may even be reading this booklet because you have nearly been

persuaded and want to find out a little more. Further details about the Scout Movement are available in *Introducing Scouting* or from the website www.scouts.com.au

What are you Chairman of?

You are Chairman of the Group Committee.

The Group Committee exists to support Scouting locally. The Group Committee usually meets monthly, with an Annual General Meeting being held as soon as practical after the end of the Scouting year, which finishes on the 31st March. The Annual General Meeting receives annual reports and sets up the Group Executive Committee.

Membership of the Group Committee consists of the Group Executive (Chairman, Secretary and Treasurer), the Group Leader and parents of the young people in the Group. It is also open to past members of the Movement and members of the community interested in supporting the Group. Leaders of the Sections or the young people of the Group do not attend these meetings.

How does the Scout Group work?

The Group Leader leads the Scout Group and has a team of key people to help.

The Section Leaders each lead their team of assistants, helpers and the young people in their Section. Together they are responsible for the delivery of the program for the young people who are members. Their work is coordinated through the Group Council meeting which includes all Section and Assistant Leaders. The Group Leader chairs this meeting.

Why do we need a Group Executive Committee?

The Group Executive Committee exists to manage the Scout Group. It supports the Group Leader and is responsible for:

- the maintenance of Group property
- the raising of funds and the administration of the Group finance
- Group public occasions

- assisting in the recruitment of Leaders and other adult support
- appointing any Sub-Committees that may be required
- appointing Group Administrators and advisers other than those who are elected.

Who are members of the Group Committee?

The Group Committee includes ex officio members, nominated members, elected members and co-opted members. This sounds rather complicated but the list looks like this:

Ex officio members:

- The Group Leader
 - The Group Chairman
 - The Assistant Group Leader
 - The Group Secretary
 - The Group Treasurer
 - The Sponsoring Authority or nominee (Sponsored Groups only).
- (The District Commissioner and District Chairman have the right of attendance.)

Nominated Members

- Members of the Group Committee nominated by the Group Leader. (Usually parents, so that a parent of a young person from each Section is involved.)

Elected Members

- Members elected by the Group Committee.

Co-opted Members

- Members co-opted by the Executive Committee. (Other people who the Group Executive believe are important to the Committee's work.)

That sounds like quite a good team to help you, but remember they will be looking to you for leadership.

EXPECTATIONS OF GROUP COMMITTEE MEMBERS

It is expected that members of the Group Committee will:

1. Attend meetings regularly and when this is impossible, send an apology and strive to catch up on what I have missed.
2. Seek to understand the job assignment of the Committee, interpret it to others, and work to complete it in the allotted time, and to the best of my ability.
3. Participate in the deliberations with preparedness, objectivity and humility. Allow other members to make their point, not talk over or across and avoid private discussions.
4. Share the time of discussion with other members and stick to the topic.
5. Assume responsibility for some of the work assignments of the Committee.
6. Listen and seek to understand and utilize the ideas of others.
7. Help in the making of Committee decisions and support those made by the Group.
8. Evaluate my contribution to the Committee and encourage the Committee as a whole to evaluate its own work.

Next time you say it was a poor Committee meeting, perhaps you should ask "*What could I do to try to make it better?*"

THE GROUP COMMITTEE CHECKLIST

This checklist is designed to assist the Group Committee to evaluate its job, and help to build a strong, prosperous Scout Group. How does your current Group Committee rate?

- Has the Committee a copy of Policy and Rules and the relevant Branch Group Committee Rules or By-Laws?

- Are they aware that the important job of the Committee is to assist the Group Leader?
- Has the Group Committee contributed its part to the current Group Plan?
- Has the Group Committee set its own performance targets for the current year?
- Does the Committee send a letter of welcome to the parents of new members?
- Is the letter of welcome followed up with a personal visit or induction session?
- Has the Committee prepared a budget for anticipated expenditure based on Group Council priorities?
- Has the Treasurer been authorized to make prompt payment of regular expenses?
- Has the Group a development program to ensure growth or maintenance of members?
- Has all the necessary training equipment been provided?
- Has the Group Committee a Quartermaster?
- Have all Group/Section accounts two signatories and are they in the name of Scouts Australia?
- Does the Committee take a full and active part in Group activities?
- Is the Group HQ and other property in the name of Scouts Australia?
- Is the Group HQ and equipment insurance realistic, considering present day values?

- Is the Group's HQ in good condition, well maintained, clean and tidy inside and out?
- Are neighbours, Council and local community generally proud to have the Group in their midst?
- Do we have adequate Group social activities?
- Are our public relations such that the community is aware of the Group, and does it enable the Group to take a leading part in the community?
- Has the Group a Public Relations Officer?
- Do we help in finding Leaders?
- Do we make enough use of Sub-Committees?
- Does the Group Committee prevent internal upsets by promoting good relationships within the Group?
- Has the Committee (with Section Leader approval) visited a Section?
- Can the Committee give the lead with enthusiasm and optimism?

WHO CAN HELP YOU GET STARTED?

The Group Leader – A good place to start, after all they persuaded you in the first place.

Your relationship with the Group Leader is going to be crucial to the success of your Chairmanship, so you need to talk it through.

You need to understand:

- the responsibilities of your own and the Group Leader's role.

You should understand:

- about the Scout Group
- the Group Leader's priorities
- the Group Leader's preferred methods of working.

The Group Leader needs to understand:

- your need for information
- your ideas about how you intend to do the job
- how they can support you.

The Group Leader will be able to provide you with a vital tool for your role:

- Policy and Rules of Scouts Australia
- Your Branch Rules
- Personnel Committee Handbook (if required)
- The Group Leader and Group Committee Handbook

These books set out the structure and rules of Scouts Australia and define the responsibilities of all who have roles within it. They recognize that Scouting happens principally in Scout Groups and so emphasize the importance of your role, the Group Chairman.

Your predecessor – the retiring Chairman

Hopefully your predecessor is available so that they can hand over the reins. Whether they did the job for a long or short time, they still have the experience of their term of office. It would be silly to waste it.

Arrange to meet with the retiring Chairman so that the hand over can be smooth both for you and all the other people involved. Your predecessor may well be the best person to introduce you to your immediate colleagues.

You may well have your own ideas. It is hoped that you have seriously considered how you wish to fulfil your role. Remember that change can be unsettling for people. It is important to have a good understanding of the current situation even if your way of proceeding is likely to be very different to that of your predecessor.

The District Chairman

One of the main responsibilities of the District Chairman is to maintain contact with the Group Chairman and promote the organisation and effective working of their Group Committee meetings and Executive Committees. So this is very much someone on your side.

There is clearly a need to establish a working relationship so that you know what is expected of you by the District. What is more important is that you have an ongoing source of help and advice.

The District Chairman will also be in a position to introduce you to other Group Chairman in the District – another source of support.

An experienced Group Chairman from another nearby Group

Having someone to talk to who:

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

is frequently helpful. If such a person is nearby, either physically or on the phone, and you can easily relate to them, then you have a wonderful source of support.

Someone doing the same job in another, nearby, Group also fits the bill. You may need to be selective as you need someone who is on your wavelength, not just in close proximity to you. They will have been new to the role at some time and so will have an understanding of your needs. You have something to offer to them in the freshness that you bring by being new to the role.

YOUR KEY COLLEAGUES

The Group Secretary

The Group Secretary is elected to act as Secretary of the Group Committee and the Group Executive Committee to:

- provide sound administrative support to the Group
- make information received available to members of the Group
- keep in contact with the District Secretary

- keep such records as the Group Leader and Group Chairman require.

The Group Treasurer

The Group Treasurer is elected to advise the Group Committee and the Group Executive Committee on financial control and expenditure and to co-ordinate the Group's budget. The key tasks are to:

- comply with the rules of Scouts Australia and the laws of the land relating to finance
- produce an annual budget following consultation with the Group Council and the Group Committee
- monitor the Group's income and expenditure against the approved budget
- receive and account for all monies in the Group (including Sections)
- pay out only as authorized by the Group Committee
- ensure that 'cash floats' held by others are properly accounted for
- ensure that accumulated funds are invested wisely
- ensure that proper inventories and insurance of Group property and equipment are maintained.
- keep in touch with the District Treasurer.

Working relationships

It goes without saying that if you are to do your job well you all need to work as a team with a very good understanding between you all. Good relationships do not just happen, they need to be formed.

A meeting soon after you become Group Chairman, or whenever there is a change to the team, is a sound start. It will give you all the opportunity to:

- be clear about each others role
- decide how you can best work together.

Remember that by working together and combining your strengths you will each receive support and be able to do a better job.

You may find that a meeting of the Group Leader, Group Secretary, Group Treasurer and yourself would help to put everyone's role into context.

KEY ELEMENTS OF THE ROLE

Based on the duty statement, the key elements of the Group Chairman's role are to:

- work closely with and support the Group Leader
- lead the team of non-Leaders who provide sound administrative and financial support to the Group
- maintain and develop the Group as part of the community
- keep in touch with the Chairman of the Scout District.

It is now time to explore each in more detail.

Work closely with and support the Group Leader

We have already explored the relationship with the Group Leader when looking at who can help you get started. The relationship which commenced at that time needs to be maintained.

You each have your own role in the Group but neither of you will be effective if you do not work together in partnership. Regular contact ensures you keep each other well briefed.

Scouting needs for a wide range of resources and it is important that you understand both what and why items are needed. Scouting needs:

- camping equipment – e.g. tents, stoves and cooking gear
- training equipment – e.g. maps and compasses
- activity equipment – e.g. life jackets and climbing ropes
- materials for weekly meetings – e.g. paper, paints, and balls for games.

Lead the administrative and financial support team

The key members of this team, besides yourself, are the Group Secretary and Group Treasurer and the importance of the three of

you working closely together has already been discussed.

It is now time to look at the wider team. Strictly speaking this means the whole of the Group Committee. It is at Group Executive Committee Meetings that this team comes together and so these meetings are important and so is the work that makes them happen.

Preparing for meetings

There are three key matters for the Chairman to attend to before a meeting:

(i) meet with the Secretary to agree to the agenda

The starting point for each meeting must be the outcomes from the previous meeting. These ongoing issues, together with any new issues, will form the key elements of the agenda. There are also likely to be some routine issues due to the time of the year, although it helps to keep these to a minimum.

It is important to encourage all Committee members to tell the Secretary at an early stage about any issues that they may wish to raise. This ensures that the meeting can be planned and that issues are included in the agenda. This means that others can think about them and that you, as Chairman, can allocate them time for consideration at the meeting.

At this stage you may decide that there is no need for a meeting. If this is the case most people will be pleased to have some time for other things. Please be sure, however, that you make the decision when in possession of all the facts.

In planning the agenda you will need to think about:

- the information that members will need in order to come to the meeting prepared (Discussion can focus on the issues if members start with a common understanding. A full explanation either as part of the agenda or in a supporting paper is essential)

- the venue for the meeting (Everyone will need somewhere to sit and that the room needs to be at a comfortable temperature. It is much better if a Committee meets around a table rather than in classroom style. The table gives everyone somewhere to put their papers and everyone can gain eye contact with the Chairman).

(ii) receive the papers

When you receive the papers from the Secretary you know that the papers have gone out and that all members have access to the same information.

(iii) decide how you will tackle each item as Chairman

A lot will depend on peoples understanding of the issue from the agenda, how you introduce each topic and who, if anyone, you brief to lead the discussion.

Whilst you should not prejudge the outcome of a discussion it makes sense to have a clear idea of what is needed. Are you seeking:

- a briefing for the Committee?
- a decision?
- a range of options for further investigation?
- views and/or ideas?

You also need to be aware of the potential for the Committee to waste its members time by:

- tackling issues that are not part of its business
- straying into the realms of 'red herrings'
- becoming repetitive.

It helps if you time the agenda, allocating a portion of time to each item. In this way you will be able to monitor progress and ensure that the matters of real substance get the largest amount of time.

At the meeting

At the meeting the Chairman is very much in the limelight so you need to be well prepared and to arrive in good time.

(i) on arrival

Check with the Secretary that everything is in order. If you have already agreed with the Secretary regarding the arrangements for the meeting and he/she has then set the meeting up, please remember that he/she needs your support. Arriving in good time allows you to confirm that things are set up as you wish.

Arriving in good time also ensures that you are there to welcome any newcomers.

(ii) working through the agenda

It makes sense to follow tradition and accept apologies for absence and to agree the minutes of the previous meeting first.

Try not to be drawn into discussion on 'matters arising from the minutes'. It is far better to ensure that any item discussed previously that is likely to require further discussion has its own place on the agenda.

Sample Agenda - Group Committee Meeting

- Chairman*: *Welcome and introduce newcomers
Apologies (Secretary records those present)
Absent (these should be contacted within 24 hours by Chairman to acquaint them of meeting results and ensure enthusiasm maintained)*
- Secretary: *Requests acceptance of minutes of last meeting (which were previously issued to all or they may be read at the meeting)*
- Chairman*: *Requests confirmation of minutes
Items arising from minutes (Secretary should have these listed on agenda)*
- Secretary: *Correspondence received and sent since last meeting*
- Treasurer: *Financial report (including progress toward budget) in writing, with copies for all members
Accounts for payment
Status of payment re Group levy (numbers outstanding – do not name)
NB Chairman, Secretary and GL should follow up*
- Group Leader: *Membership status at present, new members, dropout, (with reasons) and action taken, and number of dropouts to date in year
Waiting list position
Information/requests from Group Council, District, Area, Branch
NB Should be in writing and handed to Secretary for attachment to minutes*
- DA Delegates: *Report from District Association meeting*
- Fundraisers Rep: *Fundraising report*
- PR Officer: *PR report
Family roster report*
- Chairman: *General business
Coming events (program)
Sum up, especially who is to action what
Next meeting – when and where*

Supper – Most important that meeting ends with a relaxing chat

NB *Sub-Committees should also run on similar lines, especially the keeping of accurate minutes and reporting of monetary situation*

* While Chairman is used in these notes, some Groups elect a Group President who chairs the Group Committee meetings (i.e. in these Groups read Group President for Group Chairman)

Introduce each item clearly, ensuring that everyone is aware as to:

- why is it on the agenda
- the background, including any supporting papers
- what it is hoped to achieve.

Discourage 'tabled papers'. They simply cause a lull in the meeting while people read them. People read at different speeds and so the discussion can so easily start with some Committee members not up to speed.

Next, ask the person directly involved with the issue to speak. Then ensure that everyone who wishes to speak on the topic has the opportunity. One turn each before allowing people to come back in is a good rule of thumb, although it can be helpful to ensure that questions are answered as you proceed.

One of your biggest challenges will be to keep speakers to the point and to discourage repetition. A good way is to warmly congratulate anyone who, when you ask them to speak, tells you that their point has already been made.

It is your job to summarise the discussion. You will certainly need to do so:

- in order to bring a phase of a discussion to an end
(Summarising is a way of drawing a line and ensuring that the topic moves forward.)
- before a decision is made
(People need to be clear what they are being asked to decide.)

Most decisions can be achieved by consensus but just occasionally a formal vote may need to be taken.

There are particular rules about tied votes. Please ensure that you are familiar with the rules on the Conduct of Meetings in the Scout Group. These can be found in Policy and Rules and your Branch Rules.

- at the conclusion of the item

(It is essential at the end of the discussion that the Secretary can make a clear record.)

Everyone needs to know:

- what has been decided
- who needs to take action
- when the action will happen.

(iv) closing the meeting

You clearly need to thank everyone for their contribution to the meeting and to send them away feeling positive about the outcomes.

It makes good sense to ensure that the date, time and venue of the next meeting is clear.

Many people, especially those in Scouting with full diaries, find it useful if Committees have a calendar of meetings for the year. It means that people know what they are committed to.

Making a change to a planned program, if a meeting needs to be changed or even cancelled, is much easier than trying to find a date that several busy people can make at relatively short notice.

(v) Sub-Committees

When a major piece of work or a complex issue needs to be tackled, a large Committee will not always produce the best result. This is an opportunity for a Sub-Committee.

A Sub-Committee has the advantage of being:

- small enough to meet as frequently as needed and function quickly
- able to deal with matters of detail
- able to draft in those with special knowledge or skill.

There are, however, some key issues to bear in mind when setting up a Sub-Committee. The Sub-Committee needs:

- a Chairman who is a member of the main Committee
- a well defined job to do
- clear limits of its authority.

The Chairmen of Sub-Committees need to be added to your list of key people. You will want to keep up-to-date with their work and they deserve your support and guidance.

Typical Sub-Committees (if you choose to have them) in a Scout Group might be:

- fundraising
- maintenance of buildings
- social.

The Leaders who work with the young people have enough to do. They should not be part of any fundraising Sub-Committee.

(vi) before going home

Before going home there are several people to speak to:

- those who were present for the first time, to listen to their feedback and to answer their questions
- your host for the meeting, be it the householder if you have been at someone's home, or the caretaker of keyholder responsible for a meeting room
- the Secretary to agree to the after and in between meetings' work.

After and in between meetings

(i) evaluation

When you have been in the chair it is good practice to take a short while to ask yourself some questions after a meeting. You should ask yourself:

- did the meeting go according to plan?
- did everyone feel that they had been able to contribute and that their contribution was valued?
- were the outcomes clear and in particular are those who need to take action fully aware of what is required?
- what will you do differently next time?

(ii) the minutes

Whilst it is the Secretary's job to produce the minutes you need to agree to them before they are circulated. Negotiate with the Secretary when the minutes will be ready and when you will be available to go through them. Minutes should be no longer than necessary and include:

- the topic being discussed

- the key facts or issues
- the key points from any discussion
- the decision reached or the matter reported
- what action is to be taken, by whom and by when.

Minutes should be circulated as soon as is practical following the meeting, normally within two weeks. Don't be tempted to save postage and wait until the next agenda is ready before sending out the minutes. Many of the actions will not have happened if the members don't receive a gentle prompt via the minutes.

(iii) follow up

In between meetings there is plenty to do. A regular update is essential to maintain good relationships with the:

- Group Leader
- Group Secretary
- Group Treasurer.

You may find it best to make contact with each of them individually, but it can also be useful on occasions to meet as a Group.

Those who have taken on action points from the meeting deserve your support as well. A telephone call to ask how they are getting on provides them with the opportunity to raise any problems, besides putting your mind at rest that they are making progress.

The Annual General Meeting (AGM)

A Scout Group is required to hold an Annual General Meeting as soon as possible after 31st March each year.

The meeting is held to:

- adopt the Annual Reports of the Group Leader and the Group Committee
- adopt audited accounts
- elect office bearers for the ensuing year.

The AGM also provides an opportunity to promote what the Group has achieved in the past year and its plans for the future, to the parents and the local community. There is a need to work closely with the Group Leader if the AGM is going to achieve all that it could.

The biggest challenge is often to get people to turn up. They won't if it has a history of being a long drawn out meeting. There is, however, a need to conduct the formal part of the meeting in a proper fashion.

The formal part of the meeting should be conducted in an open and efficient manner. Having everything stage-managed may look efficient but can cause people who are not 'in the know' to feel excluded. There needs to be a balance.

It is a good idea for the report and accounts to be circulated in writing. This means that you can concentrate on the highlights in your comments. You may choose to send out the report and accounts in advance. In any event a written report is useful to send to those who were not at the AGM to let them know how active the Group has been.

What you arrange besides the formal part of the meeting needs to be enjoyable to everyone who attends and of benefit to the Group.

If it is decided to involve some of the young members you need to remember that formal meetings are not their first choice of entertainment. However, involving them in other parts of the event can be a way of encouraging their parents to attend.

You may decide to invite a guest speaker, or invited guests such as the Chief Commissioner or local politicians. If you do so there are some essential points to remember:

- who will liaise with them before the AGM?
- who will meet them on arrival?
- who will look after them during the AGM?

You will also need to ensure that you are well briefed and able to introduce them properly.

Maintain and develop the Group as part of the community

A Scout Group needs to be part of the community which it serves. It needs to understand its community and for the community to understand what it is trying to achieve.

It is only through this understanding that Scouting can play its part in the community and the community will support Scouting.

The Group Chairman has a key role to play in maintaining and developing the Scout Group as part of the community. It is important that the Group Chairman can ensure the Group's position is recognised within the local community. Scouting represents the largest youth group within the Australia. It is also hoped this situation is reflected in your local area. It is vital the Group Chairman works with the Group Leader to ensure that the Scouting views are reflected in local issues where appropriate. In many instances it is the adults in Scouting who will be required to represent Scouting at this level. It is important to remember that whenever possible, young people should be given the opportunity to make deputations to the local community. What better publicity than a deputation of Rovers and young leaders presenting to the annual report to the local government, or the Scouting position regarding the future use of a park, or ideas for youth involvement on the Council.

The Section Leaders need to concentrate their time and their work with the young people. It falls, therefore, to the Group Executive Committee to ensure that the Group's relationships with the community are positive and well maintained.

Keep in touch with the Chairman of the Scout District

An open dialogue with the District Chairman means that the Group is always well informed and situations can be identified early so that they never grow into problems. It also makes it easier to make the call for help if you are in regular contact.

OTHER TOPICS

MEMBERSHIP OF SCOUTS AUSTRALIA

Members

Members are those who are invested as Scouts, accept the commitment of the Scout Promise and are current members of a Branch according to Branch Rules.

- *Youth Members:* Young people for

whom the youth program is provided (boys and girls, young men and young women) within the age ranges defined for each Section.

- *Adult Members*: Persons appointed to a special leadership or non-uniformed role in the education of young people or in the management of the Association at Group, District, Branch or National level.
- *Life Members/Honorary Members*: Adults appointed in accordance with the rules and procedures of the Association and its Branches in recognition of long and distinguished service to Scouting.
- *Scout Fellowship Members*: Adults affiliated with a Fellowship attached to a formation of the Association.

Associate members

Those persons who support the Aim and Principles of the Association but have not made the commitment of the Scout Promise. These may include:

- Parents.
- Supporters who give material, fundraising and other support.
- Distinguished citizens whose patronage, encouragement and support are welcomed.
- Sponsors of Scout Groups.
- Associate Venturer Scouts.

Participants in school or community based Scout programs.

Group Bank Accounts

The Group will have a bank account, as it is not appropriate for Group money to be held in the private bank accounts of individuals. In practice, a Group is likely to have a current account and some form of interest earning or investment account for money not immediately required.

The Group bank account/s must be operated by the Group Treasurer and other persons authorized by the Group Executive Committee, and is based on TWO signatures.

It is usual that the other people authorized by the Group Executive Committee to operate the

bank account/s include the Group Chairman and Secretary and the Group Leader.

The requirement for two signatures on each cheque exists to safeguard both Scouting and you, the individual. This requirement is in your governing document, Policy and Rules (P&R). Members of the Group Executive who fail to operate the system correctly may find themselves personally liable for any losses. One of the commonest causes of misappropriation of Scout Group funds is failure to use the two signatures system sensibly or honestly.

Fundraising

One of the main responsibilities of the Group Executive Committee is the raising of funds.

It must go without saying that fundraising must remain within the law. There are laws which govern:

- house and street collections
- lotteries and gaming
- the use of children and young people
- the sale of alcohol.

Policy and Rules and your Branch Rules provide a good deal of information. Besides the law of the land it is also important to stay within Scouting's Rules.

Scouting's Rules exist for two reasons. Firstly, to protect Scouts Australia and its image. Secondly, to ensure that fundraising is coordinated and that Scouting does not compete with itself for funds.

Scout Dens/Halls and meeting places

Some Scout Groups own their own Den/Hall and others aspire to do so. Some operate very successfully using facilities hired, leased or provided on some other basis.

The key issue is that the Sections have appropriate facilities to use in order to carry out the training of the young people. The Group Executive is responsible for providing these facilities.

Social events

Many Groups find that establishing a Group social life is crucial to ensuring full support for the Group. While they have the effect of involving more people they can also be used as a source of funds.

The only dangers are that if social events become too important there is a risk that effort is diverted from the real purpose of the Group, supporting the training of the young people.

OTHER SOURCES OF HELP

People

We have already listed several people who can give you help. These were chiefly those in your own Group and District.

Similar structures exist for the Area or Region of which your District is part. There is also Scouts Australia's Branch Headquarters where a wide range of specialists are there to help.

You may also find that there are other local organisations, also working with young people, who have particular expertise. It is worth remembering that we can work with and not compete against these other organisations.

Publications

Scouting has a wide range of books, booklets, and information sheets available for your use. Many of these can be accessed via the website www.scouts.com.au

UNDERSTANDING SCOUTING LANGUAGE

Abbreviations, terms and jargon

To the newcomer, Scouting can seem to have a language all of its own and far too many people talk in abbreviations, which can be a barrier to newcomers. This 'jargon buster' is designed to give you, the newcomer, a basic understanding of the terms used.

Group The local unit of Scouting that will consist of one or more

Sections and be led by a **Group Leader**

Mob A Joey Scout Section

Pack A Cub Scout Section that will be divided into Groups called **Sixes**, each led by a **Sixer** and **Second**

Troop A Scout Section which will be made up of a number of **Patrols**, each led by a **Patrol Leader** and **Assistant Patrol Leader**

Unit A Venturer Scout Section which will be managed by a **Unit Executive Committee**

Crew A Rover Section which is led by a **Crew Leader**

Each Section will have its own Leaders, usually a Section Leader supported by Assistant Section Leaders together with Appointed Helpers.

JSL Joey Scout Leader
AJSL Assistant Joey Scout Leader

CSL Cub Scout Leader
ACSL Assistant Cub Scout Leader
SL Scout Leader
ASL Assistant Scout Leader

Youth Helper A young person over 15 years of age helping in the Joey Scout, Cub Scout or Scout Section

VSL Venturer Scout Leader
AVSL Assistant Venturer Scout Leader
RA Rover Adviser

The terms **Leader** and **Scouter** are both used to describe adults who are fully trained.

Some adults working on Committees may wish to become adult members of the Movement. This option can be offered and the usual sign up process must occur. These members may choose to wear uniform. They must have a duty statement.

Besides the Leaders, the Group will have a team of other adults who provide support

chiefly with administration and fundraising. These will be led by a **Group Chairman**. The Group Chairman is strictly speaking the Chairman of the Group Committee which meets monthly and holds an Annual General Meeting and includes all those, especially the parents, who are connected with the Group.

The Group Executive is made up of the Group Chairman, Group Secretary and the Group Treasurer. Some Groups are 'sponsored' by, for instance, a Church, and they are the Sponsoring Authority.

Your Group will be part of a **District**, which exists to provide support and promote cooperation between Groups. The District will

be led by a **District Commissioner (DC)**. The District Commissioner is likely to be supported by a team of **Assistant District Commissioner (ADC)** and **District Advisers (DA)**. These will each have specific responsibilities. The District looks for support from an Area or Region, which will be led by an **Area Commissioner (AC)** or **Regional Commissioner (RC)**. Similarly to the District there will be a team of **Assistant Area Commissioners (AAC)** or **Assistant Regional Commissioners (ARC)**.

Both Districts and Areas/Regions have Executive Committees in line with the arrangements within the Scout Groups.

The Scout Group Structure

