

Chapter 3

Starting in Scouting

What happens now that I've said yes?

Most people will be asking themselves all sorts of questions. For example :

- What have I let myself in for?
- Have I got any useful skills?
- Will I get the hang of it?
- Can I ever be as capable as those others?
- What needs to be my first step?

Don't worry, such questions are quite normal. But they do suggest that, like the rest of us, you need support. Whether you are going to be working with young people, leading other adults or supporting a Scout Group in another capacity, we cannot expect you to be able to get started on your own.

The first few weeks are challenging whenever we tackle something new. It is this period when we are finding our feet and when plans for the future are laid. It is clearly a very important time and deserves time and effort. The key elements are:

- discussing your Scouting job in detail
- identifying the support you need
- making plans to get that support
- having a go at the job.

Who needs to be involved?

This will depend on the job in Scouting that you are to undertake. There are, however, some basic rules. You need to have someone who will act as the focus for your help and support. They need to have sufficient experience to be able to do the job but they will also need to be:

- friendly and supportive
- prepared to make time for this important task
- accessible and acceptable to you.

The key stages

1. Discuss your Scouting job in detail

There is only one way to do this. It involves a face to face discussion, usually

with the person who recruited you. Together you can discuss the information, introductions and personal support that you will need to get started.

You can make some simple plans to make sure you get this help. Remember that at this stage the plans should cover the early weeks, perhaps the first two months. At intervals, together you can take stock and see how things are going. You can modify the plans if necessary and introduce more of your ideas as you get more involved.

2. Identifying the support you need

When starting something new we all need support. Experience tells us that at the start, support probably comes under the following headings :

- information to help you understand Scouting
- meeting other people
- contributing existing knowledge, skills and experience
- learning and using practical skills
- personal support and encouragement.

When you have discussed and listed the needs for each area, your supporter will then be in a position to help you make some plans.

3. Making plans to get support

The lists of needs that have evolved during your discussions now need to be turned into a support plan. Against each need detail:

- how each need will be met (the **method**)
- what is to happen (the **action**)
- who will do it (by **whom**)
- when it will happen (by **when**).

Although it seems a little formal at first, making plans in this way is a very effective and reassuring way of planning support. It makes sure that both of you and others involved know what is needed, how support is to be provided, by whom and by when. It avoids confusion and allows you have a say in your own progress.

Try to prioritise the items on the support plan so that initially you concentrate on the things that are most important. Both you and your supporter should share the

responsibility for taking action. If all of the responsibility is placed on one person, that person can get overloaded while the other gets frustrated by the lack of progress.

The plan can be used to meet and get support from different people in Scouting. This will help you to make friends with new people and feel that you belong. It also helps share the load of providing the support. But remember Scouting has a responsibility to support you if you are to help Scouting.

Making and carrying out the support plan is only part of the process. Getting together with your supporter to review how things have gone is just as important.

4. Have a go at the job

Nothing boosts people's confidence more than achieving something. This is particularly true for new adults. They establish credibility with their colleagues, the young people and/or other adults and most importantly with themselves.

It makes sense to find something with which you are familiar and, if possible, is something fresh and new to those who you are working with. Running a game that you are familiar with but which is new to the Pack may be ideal. You will have the confidence of knowing the game and the Pack would have something fresh and will not compare you with whoever usually runs that game.

Basing an activity around a hobby or interest is another useful way to get started; such as collecting, modelling, cooking or fishing. If you are a newcomer who will be involved in Scouting in another way, working with a more experienced person on a bigger project may also work. This is often a good way of getting involved if you are very unsure.

Good luck!



Starting with the Beaver Scout Section

This information is designed for those who are about to get started with the Beaver Scout Section.

Who is the key person who can help you get started?

Your Training Adviser: By now you should already have started to form a relationship with whoever is going to support through your learning during these initial crucial months. Please don't ever forget that Scouting has an obligation to support you so don't be afraid to ask and go on asking. We won't mind. We would rather you did than get disillusioned.

Who else is there to help?

- Group Scout Leader
- Beaver Scout Leader
- Assistant Beaver Scout Leaders and Section Assistants
- Beaver Scouts and their parents
- Leaders and Helpers with other Sections in the Group
- Assistant District Commissioner (Beaver Scouts)
- Leaders from other Beaver Scout Colonies in the District
- Your predecessor if they are available
- Assistant County/Area Commissioner (Beaver Scouts).

The key sources of information

Apart from information that you can obtain direct from those who are working with you, Scouting has a great many publications that can help. Many of these you may find available to borrow from within the Group or District. There are numerous sources of Scouting resources:

Outdoors is a network of shops, some run locally, that provide a full range of uniforms, equipment and books.

The Scout Information Centre a one stop shop available on 0845 300 1818, offering support and advice on all aspects of Scouting. You can also order factsheets and booklets full of information and programme ideas.

Scouting Magazine is also a monthly magazine that is full of ideas to help newcomers and experienced Leaders alike.

Colony Essentials is an essential guide for:

- any adult offering help with a Beaver Scout Colony
- experienced Leaders within the Section seeking support to manage the Colony and the Beaver Scout Programme
- Commissioners, Trainers and other Leaders whose role is to support the Beaver Scout Section.

Colony Programmes contains over 1000 programmes and ideas based on celebrations and anniversaries of people, places and things all through the year. Ideas/information for International programmes are also included.

Factsheets are free to download from The Scout Association's website to support various aspects of Beaver Scouting.

Contact details can be found at the end of this file.



Starting with the Cub Scout Section

This information is designed for those who are about to get started with the Cub Scout Section.

Who is the key person who can help you get started?

Your Training Adviser

By now you should already have started to form a relationship with whoever is going to through your learning during these initial crucial months. Please don't ever forget that Scouting has an obligation to support you so don't be afraid to ask and go on asking. We won't mind. We would rather you did than get disillusioned.

Who else is there to help?

- Group Scout Leader
- Cub Scout Leader
- Assistant Cub Scout Leaders and Section Assistants
- Cub Scouts and their parents
- Leaders and Section Assistants with other Sections in the Group
- Assistant District Commissioner (Cub Scouts)
- Leaders from other Cub Scout Packs in the District
- Your predecessor if they are available
- Assistant County/Area Commissioner (Cub Scouts).

The key sources of information

Apart from information that you can obtain direct from those who are working with you Scouting has a great many publications that can help. Many of these you may find available to borrow from within the Group or District. There are numerous sources of Scouting resources:

Outdoors is a network of shops, some run locally, that provide a full range of uniforms, equipment and books.

Information Centre a one stop shop available on 0845 300 1818, offering support and advice on all aspects of Scouting. You can also order factsheets and other resources full of information and programme ideas.

Scouting Magazine is also a monthly magazine that is full of ideas to help newcomers and experienced Leaders alike.

Pack Essentials is an essential guide for:

- any adult offering help with a Cub Scout Colony
- experienced Leaders within the Section seeking support to manage the Pack and the Cub Scout Programme;
- Commissioners, Trainers and other Leaders whose role is to support the Cub Scout Section.

Pack Programmes contains over 1000 programmes and ideas based on celebrations and anniversaries of people, places and things all through the year. Ideas/information for International programmes are also included.

Factsheets are free to download from The Scout Association's website to support various aspects of Cub Scouting.

Contact details can be found at the end of this file.

Good luck!



Starting with the Scout Section

This information is designed for those who are about to get started with the Scout Section.

Who is the key person who can help you get started?

Your Training Adviser

By now you should already have started to form a relationship with whoever is going to support you through your learning you do during these initial crucial months. Please don't ever forget that Scouting has an obligation to support you so don't be afraid to ask and go on asking. We won't mind. We would rather you did than get disillusioned.

Who else is there to help?

- Group Scout Leader
- Scout Leader
- Assistant Scout Leaders and Section Assistants
- Patrol Leaders
- Scouts and their parents
- Leaders and Section Assistants with other Sections in the Group
- Assistant District Commissioner (Scouts)
- Leaders from other Scout Troops in the District
- Your predecessor if they are available
- Assistant County/Area Commissioner (Scouts).

The key sources of information

Apart from information that you can obtain direct from those who are working with you Scouting has a great many publications that can help. Many of these you may find available to borrow from within the Group or District. There are numerous sources of Scouting resources:

Outdoors is a network of shops, some run locally, that provide a full range of uniforms, equipment and books.

Information Centre a one stop shop available on 0845 300 1818, offering support and advice on all aspects of Scouting. You can also order factsheets and other resources full of information and programme ideas.

Scouting Magazine is also a monthly magazine that is full of ideas to help newcomers and experienced Leaders alike.

Troop Essentials is an essential guide for:

- any adult offering help with a Scout Troop
- experienced Leaders within the Section seeking support to manage the Troop and the Troop Scout Programme;
- Commissioners, Trainers and other Leaders whose role is to support the Scout Troop.

Troop Programmes contains over 1000 programmes and ideas based on celebrations and anniversaries of people, places and things all through the year. Ideas/information for International programmes are also included.

Factsheets are free to download from The Scout Association's website to support various aspects of Scouting.

Contact details can be found at the end of this file.

Good luck!

Starting as the Group Scout Leader

This information is designed for those who are about to get started as the Group Scout Leader.

Who is the key person who can help you get started?

Your Training Adviser

By now you should already have started to form a relationship with whoever is going to support you through your learning you do during these initial crucial months. Please don't ever forget that Scouting has an obligation to support you so don't be afraid to ask and go on asking. We won't mind. We would rather you did than get disillusioned.

Who else is there to help?

- District Commissioner
- Group Chairman
- Section Leaders
- Assistant Section Leaders, Section Assistants and Skills Instructors
- Group Executive Committee
- Parents of the young people in the Group
- Sponsoring Authority (if appropriate)
- Assistant District Commissioners
- Group Scout Leaders from other Groups in the District
- Your predecessor if they are available.

The key sources of information:

Apart from information that you can obtain direct from those who are working with you Scouting has a great many publications that can help. Many of these you may find available to borrow from within the Group or District. There are numerous sources of Scouting resources:

Outdoors is a network of shops, some run locally, that provide a full range of uniforms, equipment and books.

The Scout Information Centre is a one stop shop available on 0845 300 1818, offering support and advice on all aspects of Scouting. You can also order factsheets and booklets full of information and programme ideas.

Scouting Magazine is also a monthly magazine that is full of ideas to help newcomers and experienced Leaders alike.

Factsheets are free to download from The Scout Association's website to support various aspects of Scouting.

Contact details can be found at the end of this file.

Good luck!

Starting as the Group Chairperson

Welcome to this challenging and immensely rewarding leadership role in Scouting!

Now that you have taken the decision to lead the non-uniformed members of your Scout Group you will want to be as informed and prepared as possible. You will have many questions to ask about it and that's the purpose of this document - to inform and guide you in those first few all important steps in your new role.

So, what are my key tasks and responsibilities?

- Chairing meetings of the Group Council and Group Executive
- Encouraging other members of the Group Executive to provide effective support in terms of administration and fundraising/financial support
- Working closely with the Group Scout Leader in planning the development of the Scout Group to ensure the training programme can be delivered
- Ensuring new administrators are effectively briefed and supported
- Ensuring that the Group Council and Executive operate in accordance with the Policy, Organisation and Rules of The Scout Association.

Looking at your team

First, let's look at the set up your Scout Group has. You are responsible for a team of non-uniformed adults, each of whom serve to support the Section Leaders in the Group. The key membership of your team is the Group Council and the Group Executive Committee. But what exactly are they, and who serves on them?

The Group Council

This is the governing body of the Scout Group consisting of all those associated with the Scout Group i.e. Administrators, Section Assistants, Skills Instructors, Patrol Leaders, parents and friends. Under your Chairmanship it must hold an Annual General Meeting.

The Group Executive Committee

This is the group of people who support the Group Scout Leader in meeting their responsibilities in managing the Group. This committee is made up of the Chairperson, Secretary, Treasurer, Group Scout Leader, Section Leaders and Sponsoring Authority (if appropriate). The District Commissioner and District Chairperson have right of attendance. Annually the Group Scout Leader and the Group Council elect a number of members to serve on it - ideally a parent from each of the Sections. It is responsible for:

- *maintaining Group property*
- *fundraising*
- *administering Group funds*
- *public relations*
- *assisting with Leader recruitment*
- *insurance*
- *any transport owned by the Group*
- *the Group newsletter.*

The key members of your team

Without doubt the key members of your team are the Group Secretary and the Group Treasurer. These will be the people that you will work very closely with, so let's look briefly at their role.

The **Group Secretary** is responsible for:

- acting as secretary of the Group and Group Executive Committee (i.e. preparing invitations, preparing agendas, taking minutes)
- distributing information and instructions from the County/Area or District, to the relevant persons
- maintaining records (i.e. minutes, legal and historical documents, registration documents, insurance policies, vehicle registration, and so on)
- supporting the Group in its administrative responsibilities (i.e. writing and receiving letters, obtaining necessary licences, obtaining insurance, applying for Council Tax relief and so on)
- completing and returning the Annual Group Census to the District Secretary and forwarding a copy to the Group Treasurer
- working with the Group Scout Leader and Group Chairperson in making arrangements for the Annual General Meeting.

The **Group Treasurer** is responsible for:

- acting as Treasurer of the Group
- advising the Group on financial matters
- producing an annual budget for approval by the Group Executive
- collecting and making arrangements for the payment of the annual Membership Subscription
- paying out money as approved by the Group Executive
- ensuring that funds held by Sections are properly accounted for
- ensuring that all Group property is maintained and proper insurance is arranged
- providing an audited statement of accounts for the Annual General Meeting and a copy to the District Treasurer.

Working with The Group Scout Leader

Just as you are responsible for leading the team of adult supporters of the Group, the Group Scout Leader (GSL) is responsible for leading the Section Leaders in the Group. It is therefore important that you build up a good relationship together as soon as possible.

When you first start, arrange a meeting to establish:

- a regular time for meeting to discuss progress
- when and where the Group Executive meets the membership of the Group Executive
- where the Group is 'at' - i.e. what are its strengths and weaknesses.

The Group Scout Leader is responsible for ensuring that each Section in the Group is sufficiently resourced in terms of leadership and equipment. You have the responsibility to support the GSL in that work. However, how can you do that? Well, there are a number of things you can do:

- work together to establish the needs of the Group
- plan the development of the Group over a period of years
- agree the direction you want the Group to go in

- communicate regularly.

Your first meeting!

Yes, it's a daunting prospect isn't it? But don't worry - here are a few tips to ensure that you make a success of it.

- Make sure there is an agenda – preferably circulated beforehand. Contact the Group Scout Leader and members of your team to ensure all the necessary points are on it.
- If possible circulate relevant information prior to the meeting. For example, if you are discussing the possibility of buying a minibus then people need to have had the budgetary outline, expected running costs, options etc. well before the meeting so that they can make an informed decision and be prepared for the discussion.
- Give some thought to the layout of the room - is it conducive to a meeting? Ensure that people can see each other easily so that they can respond to a comment or question without irreparable neck damage!
- Make sure you start and finish on time – this will lead to an efficient meeting.
- Ensure that the meeting includes: communication – the giving of information; discussion – letting the people have their say debate – letting differing views be heard agreement – make sure a decision is reached
- Keep to matters in hand - don't let the meeting roll into a trip down memory lane. Make sure that only one person speaks at a time. Allow everyone the chance to speak, but don't allow people to wander off onto non-agenda items.
- Agree any action to be taken – make sure that the person responsible is clear about what is wanted and for when.

Leading your team

As we have said, you will be responsible for leading your team. Leadership involves a number of elements:

- Directing (telling people)
- Persuading
- Consulting
- Delegating.

Different situations mean using different elements. The skill you need to master is when to use each one! Directing may mean that you request the Group Secretary to write a letter to a particular body or organisation. This is often the most difficult element of leadership and requires tact and diplomacy. Persuading involves you encouraging someone to perform a particular task. It also involves explaining reasons, inviting suggestions and supporting progress. Consulting is very important if people are to feel a part of the process of decision making. You need to actively encourage people to give suggestions, try them out and share responsibilities with them. You can't do everything so you need to delegate.

Put trust in people to act on your behalf so that they feel wanted and of use.

Whatever approach you use remember to be tactful but firm! And don't forget a sense of humour goes a long, long way.

Learning to communicate!

Communication is a very important skill in any position. You, as the leader of your team of adults who support the Group, are responsible for communicating plans and informing members of the Group Council for events and opportunities. Although most of us communicate verbally, it is often the least effective way of getting your message across unless supported by the written word. For example, if you have to tell everybody something and you choose to do it verbally then you have to remember whom you have told. Remember also that someone who has forgotten to do what you asked may deny you ever told them in the first place. There are a number of ways you can communicate effectively:

Newsletters: These can be great vehicles for communication - make them regular, brief and attractive!

Yearly planners: Try and produce a calendar for the next twelve months (or even longer!) - this gives people time to plan other things around the dates and you time to prepare for them.

Notice boards: These can be useful for conveying messages or information to the broader community and for highlighting forthcoming events. Keep them up to date – take down that poster for last month's jumble sale!

Help!

Well, we all need it sometime. Don't forget you are not alone - there are plenty of people to help you out there. Make contact with the District Chairperson, who is there to support you, whilst doing the same job as you but within a District. Use your Group Scout Leader. He or she is there to support your work as well as you supporting their work.

Checklist for getting started

- Get the names and addresses of all those on the Group Executive Committee
- Meet with the Group Scout Leader
- Meet with the Group Treasurer and Group Secretary
- Know when your team meets
- Get a copy of POR.
- Meet with the District Chairperson
- Enjoy!

Publications

There are publications to help you in this role. They are available through the Information Centre. Details of which can be found at the end of this file.

Good luck!

Starting as the Group Secretary

Welcome! We sincerely hope you will enjoy your new role as Group Secretary. This leaflet will help you get started by describing some of the basics. However, you will certainly need to talk to those who can best advise how your Group actually operates - the Group Chairperson, the GSL (Group Scout Leader) and the previous Group Secretary. Read on – it may help identify some of the questions to ask them!

You may initially be confused by some of the terminology. It will soon become familiar but, to help, we have produced a page on understanding Scouting language.

We refer frequently below to POR, The Scout Association's Policy, Organisation and Rules). If you don't find an up to date copy amongst the Secretary's files, your Group Scout Leader will certainly have one. Chapter five is particularly relevant, dealing with organisation.

Key colleagues

Your three most important colleagues are likely to be the GSL, the Group Chairperson and the Group Treasurer.

The GSL has overall responsibility for the Group and, working with the other Leaders (who constitute the Group Scouters' Meeting), will co-ordinate the training and activity programme for the Group's members in the four training Sections. The GSL is also a key member of the Group Executive Committee and provides a link with the Scouters' Meeting, communicating their views on the development of Group resources, specific requests for new equipment and so on. The Group Chairperson, with the Group Council and Group Executive Committee, focuses on the management of Group assets and resources (property, equipment, insurance etc.) to provide the facilities for the Leaders to deliver the best possible programme for the members of the Group.

The District Secretary is also someone you can turn to for advice, particularly on procedural matters.

The Group Council

Although most of your work will be in your role as secretary of the Group Executive Committee, we should logically first look at the Group Council (of which you are also Secretary).

This body is important in that the Group Executive Committee. It is accountable to the Group Council which normally meets just once per year (usually in May), often referred to as the Group's AGM. As an approximation, you could regard the Group Council as consisting of all adults with an interest in the Group, including parents and Leaders. (POR will give you a precise definition.)

A well-run Annual Meeting is a crucial ingredient in motivating adult support and, with the Group Chairperson. You will want to ensure that it is well planned and run in a business-like fashion. Mandatory items of business are:

- Approval of the Annual Report of the Group Executive Committee including audited accounts.
- Approval of the GSL's nomination for Group Chairperson and their nominated members to the Group Executive Committee.
- Election of the Group Secretary, Treasurer, elected members of the Group Executive Committee and Auditor.

Of course, the meeting would normally also include a verbal report from the GSL and, preferably, also from the Section Leaders.

Some Groups associate the Annual Meeting with a social event. There should be however a clear separation between the business meeting and any other part of the evening.

Notice of the meeting should be pre-circulated, in good time, to all members of the Group Council using a reliable mailing system. At the meeting, it is helpful to have adequate numbers of printed agendas, minutes, reports and accounts available.

We cannot over stress the benefits of a well attended and well run meeting.

Remember that careful planning is vital for its success. A good Annual Meeting will motivate adult support; unfortunately, the converse is equally true!

Group Executive Committee

The work of the Group Executive Committee will undoubtedly be your main preoccupation! The constitution and role of this important Committee is described in detail in POR.

The clear division of role between the uniformed Leaders and the Group Executive Committee has already been referred to earlier. Of course, the Executive Committee will be interested in the progress of the member programmes as background to their decisions on the Group's needs for acquisition, maintenance and replacement of assets. The presence of the GSL and Section Leaders (ex Officio) will help this communication.

The size of the committee and frequency of meetings will very much depend on the circumstances of the Group (its size, whether it owns property etc.). Some Groups find it helpful for the Executive Committee to appoint sub-committees (who will have their own secretaries) to look after specific areas (fundraising, building maintenance, and so on).

As with the Group Council, we cannot over-stress the importance of efficiently planned and well run meetings in terms of retaining the motivation and interest of committee members. Pre-circulation of a meeting notice, with agenda, and the minutes of the previous meeting will be helpful factors. The minutes should be clear and concise; it is not usually necessary to provide a 'blow by blow' account of discussions, rather a concise summary of the main points (for and against) and clear record of decisions taken and actions agreed.

Correspondence will undoubtedly arise and, of course, recipients will gain an 'impression' of the Group from your letters. Most Groups have headed stationery (which should conform to The Scout Association's Guidelines on Corporate Identity) and letters should be well constructed and presented. Copies of correspondence should be retained for future reference - a suitable filing system helps!

Finally, we do not expect you to be out of pocket; the Group Treasurer can advise the Group's procedure for reclaiming expenses (postage, telephone etc.).

So, it's over to you! We do hope you get both satisfaction and enjoyment from your new role.

Publications

There are publications to help you in this role. They are available through the Scout Information Centre, details of which can be found at the end of this file.

Good luck!

Starting as the Group Treasurer

Welcome! We sincerely hope you will enjoy your new role as Group Treasurer. This section will help you get started by describing some of the 'basics'. However, you will certainly need to talk to those who can best advise how your Group actually operates - the Group Chairperson, the GSL (Group Scout Leader) and the previous Group Treasurer. Read on – it may help identify some of the questions to ask them!

You may initially be confused by some of the terminology. It will soon become familiar but, to help, we have produced a glossary of Scouting terms at the end of this file.

We refer frequently below to POR, The Scout Association's Policy, Organisation, and Rules. If you don't find an up to date copy amongst the Treasurer's files, your Group Scout Leader will certainly have one. Chapter 16 is particularly relevant, dealing with finance.

Key colleagues

Your most important colleagues are likely to be the GSL, the Group Chairperson, and the Group Secretary.

The GSL has overall responsibility for the Group and, working with the other Leaders (who constitute the Group Scouters' Meeting), will co-ordinate the training and activity programme for the Group's members in the four training Sections. The GSL is also a key member of the Group Executive Committee and provides a link with the Scouters' Meeting, communicating their views on the development of Group resources, specific requests for new equipment and so on.

The Group Chairperson, with the Group Council and Group Executive Committee focuses on the management of Group assets and resources (property, equipment, insurance), to provide the facilities for the Leaders to deliver the best possible programme for the members of the Group.

The District Treasurer is also someone you can turn to for advice.

The Group Council

Although most of your work will be in support of the Group Executive Committee, we should logically first look at the Group Council.

This body is important in that the Group Executive Committee is accountable to the Group Council which normally meets just once per year usually in May), often referred to as the Group's AGM. As an approximation, you could regard the Group Council as consisting of all adults with an interest in the Group, including parents and leaders. (POR. will give you a precise definition.)

A well-run Annual Meeting is a crucial ingredient in motivating adult support. Presentation of the accounts in a clear format is a key ingredient. Remember that many of the audience may not understand accounts easily and the Treasurer can help with a verbal explanation of the main items and conclusions from the accounts which should, of course, be available to the meeting in printed form.

You will want to organise your book keeping throughout the year to make the preparation of the Annual Accounts as easy as possible. An early conversation with the Group's Hon. Auditor as to requirements and preferences for the audit may also be helpful. (See POR. for the rules pertaining to the preparation and auditing of accounts).

Group Executive Committee

Throughout the year, the regular meetings of the Group Executive Committee will want to be updated and guided on the financial situation of the Group and will no doubt make decisions for action by the Treasurer. The constitution and role of this important Committee is described in detail in POR.

The clear division of role between the uniformed Leaders and the Group Executive Committee has already been referred to earlier. Of course, the Executive Committee will be interested in the progress of the member programmes as background to their decisions on the Group's needs for acquisition, maintenance and replacement of assets. The presence of the GSL and Section Leaders (ex Officio) will help this communication. The Treasurer should consult with the Group Scouters' Meeting when preparing the budget for approval by the Group Executive Committee.

Whilst certain personal accident, medical, and legal liability insurance cover (particularly for Leaders) is provided automatically by National HQ, you will want to understand the extent and limitations of this cover and consider what additional cover may be prudent. Specifically, of course, it is the Group Executive Committee's responsibility to ensure that all of the Group's property, including equipment, is fully insured. POR. details various mandatory insurance requirements. National HQ can also provide advice and arrange various types of insurance at preferential rates.

Member subscriptions will be an important item on both the income and expenditure sides of your budget and accounts. Thus, the District Treasurer will annually collect from each Group a member subscription payable to National HQ (with a proportion also for County and District). The Group Executive Committee will need to budget how much of the Group's income will be sought from fund raising activities and how much from the Group's member subscriptions (which are set by the Group Executive Committee).

Subscriptions will normally be collected via the Sections who will also incur some expenses in the conduct of their programmes. The Group Executive Committee will therefore need to make practical arrangements for the transmission of subscription income to the Treasurer whilst also permitting the holding of a small allocation of money by the Sections for their running expenses. Nevertheless, all income and expenditure needs to be accounted for and incorporated into the overall budget and accounts. It is also possible that sub-committees will hold small allocations and similar arrangements need to be made. Overall, very little money should be held as cash; the bulk should always be in the Group's bank account(s) (Refer to P.O.R.).

And finally . . .

It's over to you! This short section has, hopefully, pointed you in the right direction. We do hope you get both satisfaction and enjoyment from your new role.

Publications

There are publications to help you in this role. They are available through the Scout Information Centre, the details of which can be found at the end of this file.

Good luck!

Starting as an adult Supporter

Welcome! We sincerely hope you will enjoy your role in the adult support team of your Group. Whilst this leaflet mentions some of the main examples of adult support found in many Groups, it cannot cover them all. Neither do we aim to describe each of the roles mentioned in detail - our main aim is to provide some general background information which may help you get started.

However, the best advice will certainly come from those who know how your Group actually operates and, in each example, we will suggest useful contacts who may be able to help. If you have a predecessor in your role, a chat with them on take-over will, of course, be useful!

You may initially be confused by some of the terminology! It will soon become familiar but, to help, we have produced a glossary of Scouting terms which can be found at the end of this file.

Key colleagues

It may be helpful to describe the roles of the two people within the Group with specific responsibility for providing leadership to the other adults working in the Group.

The Group Scout Leader (GSL) has overall responsibility for the Group and, working with the other Leaders (who constitute the Group Scouters' Meeting), will co-ordinate the training and activity programme for the Group's young members in the four training Sections. The GSL is also a key member of the Group Executive Committee and provides a link with the Scouters' Meeting, communicating their views on the development of Group resources, specific requests for new equipment and so on.

The Group Chairperson, with the Group Executive Committee focuses on the management of Group assets and resources (property, equipment, insurance etc.) to provide the facilities for the Leaders to deliver the best possible programme for the members of the Group.

Other important contacts may be the **Group Secretary, Group Treasurer**, or a relevant **sub-Committee Chairperson**.

Committee work

Perhaps you are a member of the Group Executive Committee or one of its sub-Committees. In either event, some detailed explanation of its role may be helpful.

The clear division of role between the uniformed Leaders and the Group Executive Committee has already been referred to. Of course, the Executive Committee will be interested in the progress of the member programmes as background to their decisions on the Group's needs for acquisition, maintenance and replacement of assets; the presence of the GSL and Section Leaders (ex Officio) will help this communication.

The size of the committee and frequency of meetings will very much depend on the circumstances of the Group (its size, whether it owns property etc.). Most Groups find it helpful for the Executive Committee to appoint sub-Committees to look after specific areas (fund-raising, building maintenance, and so on).

Any committee is a collection of individuals each with their own, sometimes different, views. This is the strength of the committee and a good Chairperson will draw out all the members' ideas and opinions. Discussion will often lead to even better ideas. Remember to think positively - first look for the good features in other people's ideas and build on them rather than reject them out of hand.

Do not be afraid to bring experience you may have from working in other organisations or business. We can all learn!

Sub-Committee Chairperson

Your main contact will probably be the Group Chairperson from whom you may expect to receive guidance on the role of your committee.

Your general task will be to draw out the collective talents of all members, making sure that everyone gets an opportunity to offer their ideas and opinions. You are the link with the Group Executive Committee and will need to communicate in both directions. Remember that even if only one of your committee is not on the Executive Committee they deserve a briefing on the relevant items.

Sub-Committee Secretary

Your committee's Chairperson will be your main contact but, if you are new to a secretarial role, the Group Secretary can also offer advice.

Together with the Chairperson, you will want to ensure the smooth running of the committee's meetings. Pre-circulation of a meeting notice, with agenda, and the minutes of the previous meeting will be helpful factors. The minutes should be a concise summary of the main points (for and against) and a clear record of decisions taken and actions agreed. They should not be a blow by blow account.

Correspondence may arise and, of course, recipients will gain an impression of the Group from your letters. Most Groups have headed stationery and letters should be well constructed and presented. Copies of correspondence should be retained for future reference - a suitable filing system helps!

Quartermaster

Your main contacts will be the Leaders who will be looking to you to provide equipment for their programmes, in good condition. Conversely, you will be looking to them to return equipment in the same condition they borrowed it and on time. A well-organised store, with an inventory and 'booking out' system will help.

Headquarters' manager

Your main contacts will be the GSL and Chairperson (and probably everyone else!). For Groups lucky enough to own headquarters, this will be their principal asset and they will want to ensure that it is well used and well maintained. Remember those consumables that keep running out in the kitchen and toilets! The primary use for the building is to provide a meeting place for the Sections. There may be however other bookings to fit in which should be accommodated around the Sections' requirements. Take care in accepting 'outside' bookings; this could change the status of the building in relation to local regulations. If in doubt, seek advice first!

And finally . . .

Apologies if we have not specifically covered your new role in this leaflet, but we hope you have gained some impression of the important role, which all adult supporters play.

So, it is over to you! We do hope you get both satisfaction and enjoyment from your new role.

Publications

There are publications to help you in your role. They are available through the Scout Information Centre, details of which can be found at the end of this file.

Good luck!