



A guide for...

The Group Executive Committee Member

scouts.org.uk/execcommittees
#SkillsForLife



Contents

Introduction	4
The Group Executive Committee Member Role	4
Who are members of the Group Executive Committee?	5
Who can help you get started?	7
Your key colleagues	8
Key parts of the role	9
Sub-committees	10
Other topics	13
The Scout Group Structure	17

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, while others lie with Scottish Districts.

5th edition
October 2019

Contributors

Celia King, Colin Payne, Daragh O'Malley, Derek Catt, James Newton, Jim Duffy, Mark Flexman, Melissa Green, Owen Ward, Samantha Bowden

About the role

Introduction

This resource is designed to help explain the role of a Group Executive Committee Member. 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 resource to provide you with advice and support. Other members of the Group (such as the Group Scout Leader or Group Chair), may also find it useful.

This resource 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 resource). If you are new to Scouting or the role you may find it useful to read the 'Understanding Scouting language' section at the end of this publication.

This resource has been produced as part of a series, which also includes guides for the Group Chair, Group Secretary, Group Treasurer and young people on committees. 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 Executive Committee Member role

There are a wide variety of roles which need to be undertaken in any Scout Group. Some are part of the Group's committee structure, and others involve much more practical tasks. As an Executive Committee Member you will sit on the Group Executive Committee and 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 Executive Committee are to ensure that the Group can provide the Scout programme 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 an Executive Committee Member?

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 resource will help you find out more about the Group, the Group Executive Committee and the role of a Group Executive Committee Member.

What are you a supporter of?

You are an Executive Committee Member of a Scout Group, and are more than likely an existing member of the Group Scout Council.

The Group Scout Council is the electoral body which supports the activities 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 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 Chair 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 Chair 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 Executive Committee Member you may work closely with various members of the Group, especially the Group Scout Leader and the Group Chair.

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

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

Elected Members

- Persons elected from the Group Scout Council at the Group's Annual General Meeting (Note: these should normally be four to six in number, however the actual number is subject to resolution by the Group Scout Council).

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.

Co-opted Members

- Are 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 Committee believes are suitable for a specific function are 'co-opted' on to the Group Executive Committee. Co-Opted members can be appointed by the Group Executive Committee mid-year if required.

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

Why do we need a Group Executive Committee?

Members of the Executive Committee must act collectively as charity trustees of the Scout Group, and in the best interests of its members to:

- Comply with the Policy, Organisation and Rules of The Scout Association
- Protect and maintain any property and equipment owned by and/or used by the Group
- Manage the Group finances
- Provide insurance for people, property and equipment
- Provide sufficient resources for scouting to operate. This includes, but is not limited to, supporting recruitment, other adult support, and fundraising activities
- Promote and support the development of the Scouts in the local area
- Manage and implement the Safety Policy locally
- Ensure that a positive image of the Scouts exists in the local community
- Appoint and manage the operation of any sub-committees, including appointing Chairs to lead the sub-committees
- Ensure that young people are meaningfully involved in decision making at all levels within the Group
- The opening, closure and amalgamation of Sections in the Group as necessary.

The Executive Committee must also:

- Appoint Administrators, Advisers, and Co-opted members of the Executive Committee
- Approve the Annual Report and Annual Accounts after their examination by an appropriate auditor, independent examiner or scrutineer
- Present the Annual Report and Annual Accounts to the Scout Council at the Annual General Meeting; file a copy with the District Executive Committee; and if a registered charity, appropriate charity regulator
- Maintain confidentiality with regard to appropriate Executive Committee business
- Where staff are employed, act as a responsible employer in accordance with Scouting's values and relevant legislation
- Ensure line management responsibilities for employed staff are clearly established and communicated.

All members of the Group Executive Committee are charity trustees of the Scout Group. Only persons aged 18 and over may be full voting members of the Group Executive Committee because of their status as charity trustees (however the views of young people in the Group must be taken into consideration). Certain people are disqualified from being charity trustees by virtue of the Charities Acts.

Charity trustees are responsible for ensuring compliance with all relevant legislation including data protection. Some Groups may also need to register as a charity with the relevant charity regulator:

England & Wales

Scout Groups must register with the Charity Commission for England & Wales if;

- the annual income is over £100,000, and/or
- has a permanent endowment, and/or
- owns land or buildings, or
- has a permanent endowment or owns a building with annual income over £5,000.

Scotland

Scout Groups can choose to register with Office of the Scottish Charity Regulator if they pass the Scottish Charity Test. More guidance can be found online from the Scottish Council for Voluntary Organisations; <https://scvo.org.uk/setting-up-a-charity/decide-on-charitable-status>

Northern Ireland

All Scout Groups must register as a charity with The Charity Commission for Northern Ireland.

Who can help you get started?

Support and training

When starting out as an Executive Committee Member with the Scouts, you will need to complete some basic Essential Information training for Executive Committee Members and GDPR. This essential training can be done in a variety of ways, ensuring you have a good basic knowledge about volunteering in the Scouts, the role and responsibilities of a charity trustee and some of the key policies you will need to follow while as a member of the Scouts. More information can be found online; www.scouts.org.uk.

The County Training Manager locally to you will also be able to advise who from their team of trainers can support your Executive Committee with some additional in depth support.

The Group Chair

The Group Chair 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 a Group Executive Committee Member, 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 Chair's priorities
- the Group Chair's and GSL's preferred ways of working.

The Group Chair 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 Chair 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 Executive Committee members

Hopefully your predecessor(s) 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. 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 handover 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 Executive Committee Members in the District, providing you with another source of support.

An experienced Group Executive Committee member

The experience of Group Executive Committee Members 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 Executive Committee Members in your District can also provide 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 Chair

The Group Chair 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 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 Chair to ensure the effective running and administration of the Scout Group.

Although your contact will mostly be with the Group Chair 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 Treasurer, the Group Chair and other members of the Group Executive Committee would help to start to build a good and effective working relationship.

An introductory meeting with each member, 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 best you can work together.

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

Key parts 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 Executive Committee Members.

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 Chair 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

By being an Executive Committee Member you have 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 the guidance available from the charity regulators.

Sub-committees

The Group Executive Committee may establish any number of sub-committees to manage the work that it deems necessary. Taking on such responsibilities 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 Chair. Having a separate team for these duties lifts a huge weight from the leaders, and having a separate Chair ensures that they are organised and focused. It is normal for the Chair 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 Chair are ex-officio members of any sub-committees set up in this way.

Sub-committee Chair

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 resource in this series aimed at the Group Chair 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 Chair 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 Chair 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 Chair and GSL or Group Chair 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 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 resources on www.scouts.org.uk useful along with guidance in POR Rule 3.55 to Rule 3.61.

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, other members in the Scouts, 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 Communications 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 Group Communications Manager 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 within the Group, or you may need a website/social media manager to be responsible for all the Group's online presence.

There are thousands of charities in the UK. It's therefore vital for the Scouts to stand out from the crowd. To help achieve this, we need to make sure any materials a Group produces promote the [#SkillsForLife](#) young people local will develop while with the Scouts. They need to follow the Scouts' brand guidelines and visual identity including colour pallet, fonts and design.

To help, the Scouts has a brand centre which can be used to help create on-brand materials without expense or expertise. See www.scouts.org.uk/volunteers/growing-scouts/

Let's show how we help young people develop [#SkillsForLife](#) in a uniformed way so that we attract more volunteers and increase our funding. When we speak with one voice and present a consistent image of the Scouts, 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 volunteer 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 *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 an Executive Committee member 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. An Executive Committee Member 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.

Other topics

There are a number of other things you should be aware of as a Group Executive Committee Member. 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.

Associate Members

Some adults may choose to become Associate Members. This involves agreeing to the same declaration as Members, but not having to make the Scout Promise.

Please note: Group Chairs, Group Secretaries, Group Treasurers and other members of the Group Executive Committee can choose either to be Members or Associate Members.

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 Chair 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 Chair 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 distract from the real purpose of the Scout Group, which is to deliver the Scout programme to young people.

Other sources of help

People

As a Group Executive Committee Member you should work in partnership with the other member of the committee. You also have the support of the rest of the Group and the Group Scout Council. The Group Chair 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 Executive Committee Members 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 Executive Committee Member

Resources to support the role of the Group Executive Committee Member are available at www.scouts.org.uk. For general enquiries, please contact the Scout Information Centre on 0345 300 1818 or email info.centre@scouts.org.uk.

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 Chair
- A Guide for the Group Treasurer
- A Guide for the Group Secretary
- A Guide to Supporting Young People on Executive Committees
- A Guide to Executive Committees for Young People

Online

Sign up to Compass on www.scouts.org.uk to access your personal and scouting record, including training and awards. You can use your details to receive the Scouting magazine and tailored email communications. The website is a starting point for resources, information and advice. Use the online tools at www.scouts.org.uk to assist you with your role.

External resources

The Charity regulators have a number of resources, guidance and policies.

- The Charity Commission for England & Wales - <https://www.gov.uk/government/organisations/charity-commission>
- The Office of the Scottish Charity Regulator - <https://www.oscr.org.uk/>
- The Charity Commission for Northern Ireland - <http://www.charitycommissionni.org.uk/>

- The Charity Governance Code - <https://www.charitygovernancecode.org/en>

- NCVO - <https://www.ncvo.org.uk/>

- Scottish Council for Voluntary Organisations - <https://scvo.org.uk/>

- Small Charities Coalition - <http://www.smallcharities.org.uk/>

Understanding scouting language

Language used in the Scouts 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 some common terms for the newcomer.

Group

The local unit of the Scouts 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 Scout 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 Scout 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 through a partnership agreement).

Scout Network section

The Scout Network is for people aged 18 – 25. Each Scout Network section is known as a Unit. Almost all Scout Network Units are based within the Scout District. There is also the UK Scout Network that members between the ages of 18 and 25 will automatically be part of enabling them to gain the Scouts Top Awards while volunteering locally.

Active Support

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

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 the Scouts, 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 the Scouts

Most adults in the Scouts will hold an appointment, which means they have a defined role that they have been appointed to. 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 using a partnership agreement).

- The Group Executive Committee exists to support the Group Scout Leader with the role and to ensure the effective administration and running of the Scout Group.
- The Group Chair, 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

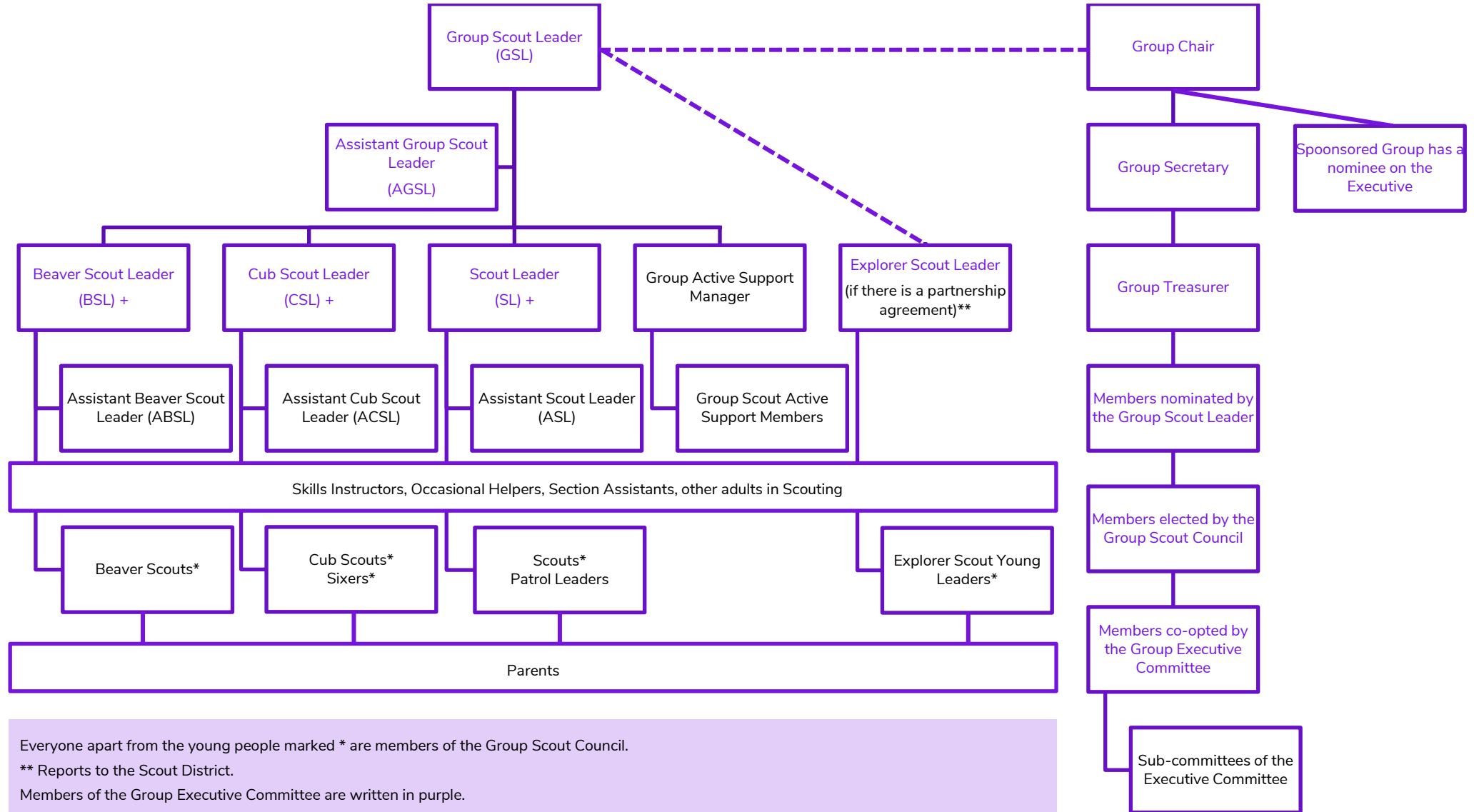
Your Scout Group will be part of a Scout District, which provides support to Scout Groups and encourages them to work together.

- The District will be managed by a District Commissioner (DC).
- They are likely to be supported by a team of Assistant District Commissioners (ADC). 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). Among other things, the Scout County are responsible for ensuring there is the provision of training locally for all adult volunteers.

The Scout Group Structure



Everyone apart from the young people marked * are members of the Group Scout Council.

** Reports to the Scout District.

Members of the Group Executive Committee are written in purple.

+ Section Leaders must state at the Annual General Meeting that they wish to take up the ex-officio role on the Group Executive Committee.

The District Commissioner and District Chair have the right of attendance at Group Executive Committee meetings and are ex-officio members of the Group Scout Council.