



The Scouters in the Group

-a guide to there role



ACKNOWLEDGEMENTS

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This booklet is designed to help those who become involved as a Scouter in a Group get started.

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

Policy, Organisation and Rules of The South African Scout Association (POR) is referred to in this booklet,

It contains the up to date rules and Policies of The Scout Association,

Group Scouter -GS *- a guide to the role*

THE GROUP SCOUTER

As holder of this position (rank) you will be truly one of the key men/women in "father" of a Scout Group "family" comprising boys/girls. Scouters and parents who will look to you for guidance and encouragement.

You will have overall responsibility for the welfare of a part of your District ie. Your Scout Group. The requirements of POR as regards age will ensure that you have reached full maturity and will probably be settled in your lifestyle. The age factor has been introduced to try to ensure that you will be able to meet and deal, on equal footing, with those people with whom your job is mostly concerned - ie. , adults.

In a nutshell your job is to ensure that in your Scout Group the FULL Scouting programme is offered from Cubs through to Scouts in such a way that the young men/women who finish the "Course in Citizenship" which you offer will indeed be ready to take their place in Society well balanced, industrious Citizens who accept the Code of the Scout Promise and Law as their own personal code of conduct. Your Scout Group under your direction should be able to help each INDIVIDUAL boy/girl to become the best citizen he/she with his/her own particular traits, talents and background is capable of becoming.

Yours is a many faceted job and you cannot do it alone. You will require an able team of Branch Scouters and Lay people on your Group Committee to help you. Your lead to these people will be the deciding factor as to the success or failure of your Group.

You may have an Assistant Group Scouter and will probably need one when your Group grows beyond the normal two or three branches ie. when a second Pack or Troop is established within your Scout Group

You will find your job entails certain routine meetings, but you will to a large degree be able to regulate your time. The following job items relate to your position (rank):

Liaison with your District Staff

Your District Commissioner will be looking to you to ensure that your part of the District is healthy. You will be the principal communications man



between Group and District and will generally deal direct with the DC.

To co-ordinate his/her full District, the District Commissioner will probably hold regular meetings of his/her Scouters for two way communication. All Scouters will probably be involved once in three months when the District get-together should include some brush up training. There will in all likelihood be more regular meetings between the DC and Group Scouters. Your attendance at such meetings is vital if you are to remain fully informed and for feedback to all Branches of your Group.

Your DC will have Assistants with special areas of responsibility such as Cub Programmes, Adult Leader Training, Administration, etc. Like you -he cannot carry out his/her full range of responsibilities without help. his/her staff have only one objective - to help you train the boys/girls in your Group to become better citizens. It may be that direct contact between say the Assistant District Commissioner Scout Programmes and your Troop Scouter is the best way of benefiting from District assistance

Group Scouters Council

The most important **monthly** meeting which you and all uniformed adults in your Scout Group should attend is your own Group Scouters Council Meeting. This is formal to the extent that proper Minutes are kept but as Chairman you should aim at a relaxed informal atmosphere.

This meeting deals with ALL matters affecting Your Group. It will include reports from your Branch Leaders and yourself (on District and Group Committee matters) and keeps the critical Group

staff - your Scouters - fully informed and interested in TOTAL GROUP ACTIVITY. This meeting is the key to a successful Group family spirit and once this is achieved the success of Scouting in your Group is virtually assured. The critical factor will be your own preparation for and the way in which you conduct these meetings. You are truly the key man in the whole Group.

Group Committee

This is a body of lay persons - largely parents of the boys/girls in the Group - elected by the Parents' Association to assist you in dealing with those matters which uniformed staff must be relieved of but which are vital to good Scouting.

The Committee will meet monthly and will deal largely with fund-raising, transport, maintenance and control of property and the acquisition of suitable uniformed staff. In this latter regard you must ensure that the responsible sub-committee carries out its responsibility thoroughly.

You are the only Scouter who should attend Group Committee Meetings. You will be expected to report fully on Group activities. This again points to your position as key man, the link between the Lay and uniformed sides of your Group.

You may find that your Group family spirit is further strengthened by inviting one of your Scouters to accompany you to Group Committee Meetings, say quarterly and inviting one of the Group Committee members to attend a Group Scouters Council, also quarterly.

Parents

Not all parents will be members of your Group Committee, but the interest and support of all parents is required if their sons are to benefit from Scouting. It is obvious that you and your Scouters cannot possibly have the same influence on a boy/girl as his/her home. What you therefore need is the support of the home influence ie. the parents. This entails regarding all parents as Group Members and "training" them. You as a Group Scouter must ensure that some form of parent education operates and that it is planned and continuous. In addition to functions to which parents are invited, a roster of home visits should be in operation and you as the main parent contact man should play a leading part in this.

When a recruit joins the Group, you and the Branch Leader concerned should visit the home and ensure that the parents too, have the correct introduction to Scouting. The obligations of both boy/girl and

parents resulting from Group membership should be explained.

You should keep a personal record of all parents' jobs and hobbies as this will prove of great value when specialist instruction or assistance is required with the wide range of activities which Scouting embraces.

Your Scouters

In addition to your leadership at Group Scouters Council Meetings, your Scouters will be –looking to you for advice and assistance at other times. You will have to be well informed on their job portfolios in order to guide them. They will not expect you to be more competent than they are in technical skills, but as far as method and organisation is concerned you should know when help is required and be able to provide it eg. the proper application of the play way method in the Pack or the Patrol System in the Troop.

While not necessarily being involved in the detail of programme planning for each Branch you should be kept informed as to why the programmes have been constructed as they are and how will they be carried out. Keeping an eye on Branch records will therefore be one of your responsibilities.

Your contact "on the job" is vital to guiding your staff and therefore you will occasionally (say every six weeks) attend the greater part of a meeting of each Branch. You must continually be encouraging your Branch Scouters to greater levels of achievement.

The Boys/Girls

As you will be discussing boys/girls with parents on many occasions you will want first-hand knowledge of the topic of discussion. It is necessary, therefore, that you get to know the boys/girls well and vice versa. The best way to go about this is to become involved in boy/girl activity to a greater extent than merely performing the link job at "Going-up" ceremonies or presenting the Group scarf at an Investiture.

Training

In order to equip yourself properly to carry out your duties, you will want to take advantage of the various training courses that are offered. Your Assistant District Commissioner Adult Leader Training or your District Commissioner will help you to take the first steps. After completing this Introduction to Adult Leadership Course you will be required to complete

the Warrant Course applicable to your position (rank) before becoming Warranted. After a time, you will be afforded the opportunity to complete the Wood Badge Course.

In addition there are many specialist courses which you would find of benefit and if you can manage it try and attend courses directed at your Branch Leaders. This will give you detailed knowledge of the Branches and put you in a better position than you otherwise would be to support the Branch Leaders.

Public Relations

Whilst not taking the detail on your own shoulders you should ensure that your Group has a regular adequate Newsletter that your Group premises are well maintained, etc.

Group Events

In order to maintain the family spirit mentioned above your Scout Group should approximately twice a year hold functions at which all Branches and parents are present. As the Leader of the Group you will be concerned in the planning of and be prominent at such functions.

Advancement

Should you be proficient in some of the basic skill requirements, your Scouters may require your assistance and this should be readily forthcoming. Assistance with Scout/Cub testing will be particularly welcomed.

Your District Commissioner is responsible for providing a list of Interest Badge examiners and if proficient you may be expected to be called on to assist the District in this way.

District/Regional/Area Events

In order to enable your Branch Scouters to devote their time and energies to their Branches you personally should be prepared to be of assistance to your District and/or Region/Area when functions being staged by these bodies are arranged. It is necessary that the boys/girls in your Group get a wider view of Scouting and you should play your part in ensuring that this is successfully achieved. You will be expected to attend such functions as your Local Association Annual General Meeting BP Sunday, etc.

General

Apart from certain meetings mentioned above you will find that your Scouting portfolio is less regulated than that of Branch Scouters. You will therefore be able to order your life according to the needs of your family/work/Group. If you are performing your basic communications job correctly you will avoid the last minute "hassles" which can detract from a job that can be extremely interesting worthwhile and vital in the total context of boy/girl citizenship training.



Group Scouters Role with the Troop

CLARITY OF PURPOSE

Be absolutely clear as to the specific job obligations of Troop Scouters and Assistant Troop Scouters and be constantly encouraging all of them to properly fulfill their roles by running successful Troops. You should be particularly concerned that the Patrol System is operating properly and that, through Court of Honour activities, Patrol leaders are being given proper opportunities for responsibility consistent with their particular position (rank) .

Your attention should be directed at encouraging the Troop Scouter & Assistant Troop Scouters to improve the standard of Troop Programmes so that all the seven Methods of Scouting (see rule 102) are used by your Troop Scouters.

You will best be able to achieve this by regular visits to Scout Troops, which will be by arrangement, and on these occasions you could be asked to play some part in the proceedings. In order to maintain sufficient contact in this way you should programme yourself to visit each Troop at least three times annually.

LIAISON WITH DISTRICT STAFF

You will be expected to attend monthly District Staff meetings, which will be chaired by your District Commissioner. At these meeting you will be required to report on the Cub & Scout Branch, which is your responsibility and take an interest in the activities of those concerned with other Branches and general District work.

TRAINING

Identify training needs and wants amongst Scouters in your Group and arrange or co-ordinate at District level informal sessions, courses or individual assistance to overcome any weaknesses.

Provide training at Scouters Council Meetings' which will be one of your most continuous functions, Your District Commissioner will invite all Scouters to District Scouters' Council Meetings on a monthly/quartley basis and on these occasions your job will be to provide information of the meeting as well as to encourage attendance of the meetings and formal Area Training Courses.

MENTORS

You will be required to assist with, the appointment of Mentors to Scouters undergoing training and to give guidance and assistance when necessary.

SELF TRAINING

Although you will have gained the Scout Wood Badge prior to accepting your Warrant you will be required to complete the GS Commissioners' Wood Badge. This will place you in a better position to understand and carry out the duties of your position (rank) . In addition to this, attendance on specialist courses is strongly recommended as you will be expected to acquire a high degree of technical ability in many fields as well as a sound knowledge of techniques.

Although you are responsible to the District Commissioner for the standard and quality of Troop Scouters and Scout training in your District you can look to the Assistant Area Commissioner Scout Programme for technical advice and support.

GENERAL TRAINING

Being responsible for the training in the Cub /Scout Branch, you will be constantly encouraging Pack & Troop Scouters to undergo training. In this regard you will be liaising closely with your Area Training Team, which could call upon you to assist on training courses as a Tutor/ Base Leader and with the evaluation of candidates undergoing training for the Wood Badge.

DISTRICT AND AREA EVENTS

In order to provide Scouts with the opportunity to experience a wider feeling of Scouting and to enable them to assess their abilities in a wider field, Districts and Area normally stage four or five events per annum. You will be expected to encourage District competitions, Senior Scout events etc. and you may expect to be called upon to take an active part in Area events. You may also be responsible for organizing any of these events.

PERSONAL SUPPORT

Troop Scouters operating with scouts, parents and other adult leaders do experience problems, face frustrations and disappointments; and feel a need to share these difficulties with an experienced and sympathetic friend. Thus the role of the Group Scouter GS is one of Counselor, sympathetic listener, adviser and friend: The relationship you will have built up with the new Scouter in his early days of your acquaintance will provide the springboard.

ADVANCEMENT

Your District Lay Support Executive Committee, together with the District Commissioner has the

responsibility of ensuring that enthusiastic examiners are available for the full range of interest badges. You will be one of the people most concerned with and will certainly be concerned with motivating examiners to maintain standards.

Many interest badges are best tackled by holding District Badge Courses and you will be responsible for ensuring the Troop Scouters hold such events. Further, you will ensure that the requirements for the higher badges (such as Springbok! Top Award) have been fully met. Especially in respect of the Construction Project, Service Project and Expedition.

CAMPS AND HIKES

While it is the responsibility of the Troop Scouter to deal with the formalities regarding permits, you should be informed so that you can visit camps and overnight hikes to gauge standards of both the Troop Scouters and Patrols.

GENERAL

You will, to a large degree, be able to regulate your time, but should appreciate that when your assistance is required it should be forthcoming.

Yours is a full programme if you are to do the job properly, but a rewarding, one, and one, which should provide much enjoyment and satisfaction.

The Troop Scouter role with the Troop

As the holder of this warrant you will be responsible to your GS for the total welfare of Scouting in the Branch which you lead, i.e. your Troop. You will therefore be responsible for presenting wholesome interesting active Troop Scouting for boys/girls in the age category 11 to 18 years. This activity will be based on the Scout Programme and will always have underlying values based on the Scout Law and Promise. Your activities will largely follow a fairly regular routine. You have two particular areas of responsibility, namely:

- to help boy/girl leaders make the Patrol system work and to work through responsible adults to give the boys/girls Scouting.
- to help each individual boy/girl develop along the right lines by giving him/her an understanding of and helping him/her to live up to the Scout Promise and Law.

These two areas may be regarded as your top priorities in dealing with boys/girls. Your basic aim is to encourage the spiritual, mental social and physical development of boys/girls and young men/women by:

- Developing their character, i.e. their personal qualities, their attitudes the sort of person they are themselves.
- Training them in citizenship - how they get along with others and as their horizons expand whether they accept their responsibilities as adults in the Community
- Developing their personal fitness by promoting their spiritual, mental and physical qualities.

This you achieve by planning and implementing a programme incorporating all the following four methods:

- The Scout Law and Promise
- Learning by doing
- Membership of small groups
- Progressive and stimulating programme

To ensure that your Troop programme incorporates all these methods of achieving the three aims and also provides fun adventure and a feeling of achievement to your boys you will require Assistant Troop Scouters to help you.

You alone are responsible for setting the standards in your Troop and your example will be of paramount importance. Basically you achieve your aims by planning:

- To retain each boy/girl to the upper age limit so that by the time you have finished your part of his/her training he/she will be well on the way to becoming a good citizen;
-
- To delegate real responsibility to your Patrol Leaders so that while still boys/girls they have the opportunity to exercise real leadership.

You remain accountable for their actions. As you will be warranted to act within a Group, your energies should be devoted to Group activity - mainly to your Troop.

You will deal mostly with boys/girls but all parents will be looking to you to set an example of which sometimes you will doubt you are capable.

You will cope adequately with the job and your studies, family and sport if you have sufficient trained assistance.

The following job descriptions describe your areas of responsibility and activity:

Training of Recruits

Frequency - as and when required but a boy/girl joining the Troop whether he/she be coming up from the Pack or joining without previous Scouting experience requires your personal attention as soon as he/she starts "thinking" Troop activity. If the boy/girl is joining your Troop from the Cub Pack you will have made contact with him/her before he/she actually leaves the Pack and will have liaised with Akela at the Group Scouters Council Meetings with regard to his/her "Leaping up".

As the basis of Scouting is the Scout Promise and Law and as you are the person responsible for standards within your Troop **it is your job and your job alone** to give the boy/girl his/her, grounding in these vital basics. The procedure will generally be one based on discussion. During the period when you are explaining to the boy/girl what is required of him/her and the deeper meanings of the Promise and Law (at his/her age- level of course) he/she should get to know that you are the sort of person worth following and listening to. You may encounter some hero worship at this stage and you will have to guide this adulation to the benefit of the boy. At this stage if you have not already done so, you will have to get to know the boy's/girl's parents. Explain to them the standards that are expected for without their co-operation and understanding your success will be less than it could be.

The job of explaining and testing the recruit in the Promise and Law for Troop Membership **cannot** be delegated.

The introduction of new Scouts to the basics is an absolute priority for you.

Training of Patrol Leaders

Testing the recruit in the Scout Membership cannot be delegated. Scouts to the basics is an absolute

Frequency - continuous boys/girls who have been made Patrol Leaders are in a special category and it is an absolute priority for you to train them to accept and carry out their responsibilities as boy/girl leaders in your Troop. You will do this through:

Court of Honour meetings. These are regular business meetings attended by yourself and your Patrol leaders. They may be of two types:

- The short business meeting held regularly after Troop Meetings to deal with attendance, allocation of points for contests and badges earned and urgent matters
- The monthly or quarterly meeting dealing mainly with planning Troop monthly or quarterly programmes in broad outline and with other important matters affecting the Troop.

Only you and your Patrol Leaders attend by right. However for improved communications and team work you may invite the ATS's to attend as observers. If they do not attend they should not sit at the Court of Honour table and should only speak when invited by the Chairman. Others attend by invitation only.

Your function at Court of Honour meetings is to guide the Patrol Leaders in the management of the Troop. Boys/girls will have different levels of ability and you will have to assess these abilities so that your Patrol Leaders are given responsibility equal to the level of their ability or just beyond.

The Court of Honour must keep proper Minutes. The agenda should include matters arising from the previous Minutes, patrol reports, forthcoming events, discipline, etc.

Troop Scouter's Patrol

These meetings take the form of Patrol Meetings with yourself as Patrol Leader and the Patrol Leaders forming the Patrol. These meetings should be active and:

Offer your senior boys/girls opportunities for more advanced Scouting activities.

Train them to train the members of their Patrols.

A monthly Training Meeting is recommended. It is often a good idea to hold these Meetings during the period of a Troop Meeting. This has two advantages:

You and your Patrol Leaders will not have to find an additional afternoon or evening.

The Assistant Troop Scouters and Patrol Seconds will gain experience in dealing with the normal Meeting.

Your conscientious efforts to train your Patrol leaders will result in:
Patrol leaders being properly able to lead their patrols,

Patrol Leaders receiving leadership training which is vital to their progress.

The members of the Patrols getting individual attention (the smaller the group the more positive will be the results of training).

You personally establishing standards in all matters concerning the Troop.

Your own time problem becoming eased.

Attend Group Scouters' Council Meetings

Frequency - once a month - three hours per meeting. This is your priority for adult meetings as the Group Scouters' Council welds the Branches into a "family". You will be expected to present a report on your Branch and take a leading part in the planning of Group affairs.

Troop Meetings

Frequency - four out of five weekly. Two to two and a half hours per Meeting. Most Troops hold a weekly Meeting. If there are enough Troop Scouters and there is no reason why every Scouter should attend every Troop Meeting. Your "night-off" should be planned into the programme.

Your role in Troop Meetings should be to exercise unobtrusive control. Your Assistant Troop Scouters and Patrol Leaders should handle the bulk of the programme.

In addition to the Meetings themselves you will find that you will have to spend time in detailed preparation for those items of the programme for which you are responsible. Here your work should be less than that of your assistants but you will have the responsibility of ensuring that they are properly briefed and prepared.

Attend Troop Scouters Meetings

Frequency - one meeting of three hours per quarter. You will chair this meeting at which your long and short term planning is done taking into consideration Troop needs, District, Area and National events and Court of Honour requirements. You will have to prepare yourself adequately for such meetings by studying Troop records etc. A priority job

Training

On your application for adult membership you declared your willingness to undergo training as an adult leader as required by the Position (rank) or Appointment that you will hold from time to time. This training is carried out in several stages.

The first being your pre-Warrant training known as the Adult Introduction to Leadership Course covers the fundamental principles of Scouting. On completion of this course (which would normally be within three months of joining the Movement) you will be expected to attend the Warrant Course. After successful completion of this Course and provided all training requirements have been met you may be issued with a Warrant in keeping with the position (rank) you have been nominated for. The training of Troop Scouters culminates with a Scout Wood Badge Course which would normally be completed within five years from the issue of your Warrant.

Further training will depend on your own needs but you will find "ideas input" continually necessary in order to stay on top of the job. If you are conscientious you will consider self-training a priority. You will want to set an example to your Assistants so that they will train themselves up to their best possible levels.

Training will be offered by your District and Area teams. In addition you may expect practical support from the ADC (Scout Programme) and the ADC (Adult Leader Training).

Group Events

Frequency - approximately two events per annum. It is strongly recommended that fairly frequent "family" get-togethers which include, parents be held. Planning for these which may take the form of a braai and campfire for example will be carried out at Group Scouters' Council Meetings. As a Branch leader you will be expected to be prominent on these occasions even although Branch Assistants may carry out the bulk of the work. As many parents will wish to talk to you on these occasions you should be available for this.

Record Keeping

The keeping of proper records for the Troop is vital to its proper functioning. You should not be tied down with routine record-keeping yourself. It is one of the jobs that can be delegated to your Assistants but the responsibility remains yours to ensure that records are kept up-to-date and that they serve their purpose.

District Meetings

Frequency - three times per year. One evening per meeting.

With the Group Scouters' Council functioning properly the Group Scouter will be in a position to represent the full Group at regular District business meetings but in order to maintain contact with a

wider sphere of Scouting your Attendance periodically is recommended. District staff should arrange matters so that when all Scouters are expected to attend some of the training mentioned above will be presented.

Advancement

Frequency - this will depend upon needs. The badge testing aspect of your job covers the requirements of individual Scouts. It is necessary to provide this service when the boys/girls require it but you should guard against allowing this to make too heavy a demand on the time you have available for Troop activities. The method by which you should ensure that all boys/girls receive the attention they need is by delegation to your Assistants to ensure that your time is devoted to your Patrol Leaders.

The most satisfactory method of arranging testing is:

To arrange a special testing session during the week attended by the Troop Scouters by roster. It is rarely satisfactory to examine Scouts in tests during Troop Meetings and/or

Share out the position (rank) badge tests with the Troop Scouters and make each one responsible for certain sections of tests. You are responsible for ensuring standards are maintained.

District Area Events

Frequency - approximately six afternoons or evenings per year but possibly incorporating a weekend camp. You will be expected to attend such functions as your Local Association Annual General Meeting, BP Sunday, etc. In addition, Districts and Areas normally hold certain events usually on a competitive basis. It is your duty to prepare your Troop for such events so that they may judge the standard of their skills against other Troops. Your attendance at most of these events will be expected.

Parent Visiting

Without parent support our success as Scouters will be less than it should-be. A lively Group Scouters' Council with programme for parent contact outside of Parents evenings, Group Committee Meetings, etc. As a Branch leader your standing with the parents of boys/girls in your Troop should be good for in addition to the boys/girls wanting to follow you, their parents should want to have them follow you. This is no light undertaking.

Camps/Hikes

Frequency - The Troop Scouters should see that sufficient camping and hiking is done to ensure that each boy/girl in the Troop has a minimum of three camp nights per annum. You will be expected to play a full part in this. Allocate yourself two weekends per annum in addition to the Annual Troop Camp. Camping is a priority job as this is your opportunity to really get to know the boys/girls for training and testing and for the practice of self-reliance. Proper planning will be an additional call on your time.

As Troop Scouter you must encourage Patrol camps where the Patrol Leader is in charge of his/her Patrol.

District Badge Examining

As a Branch leader it is likely that you will be called upon by your District Commissioner to accept responsibility for testing Scouts in some Scoutcraft or Interest Badges.

General

In addition to the foregoing you will find that there will be calls made on you to take a hand in dealing with problem solving or short-notice action which may be required for one reason or another. It is quite a formidable list of duties isn't it? How do you cope? Firstly, you train yourself to stay "one step ahead of the boys." Secondly by proper delegation to your ATS's and Patrol Leaders train them and trust them) you will avoid having to try to do it all yourself. Thirdly, with proper co-ordination some of the jobs may be "telescoped" eg.



Your Court of Honour meeting may be followed by a Troop Leaders' Patrol Training meeting rather than meeting on two separate occasions.

A Court of Honour or Training Meetings may be held on normal Troop Meeting evenings.

Your Planning Meetings could be held after Troop Meetings or Group Scouters' Council Meetings, You may get home a little later than usual

Training and District Meetings should coincide

You will have a Group Scouter to call on.

TROOP SCOUTER - JOB DESCRIPTION

As Troop Scouter in the _____
Troop I will:

1. Take responsibility for the total welfare of the Troop adhering to all provisions in Policy, Organisation and Rules (PO&R) pertaining to the duties, responsibilities and functions of a Troop Scouter, with particular reference to Rule 641.
2. Explain to and test every new recruit in the Scout Promise and law in preparation for his Troop Membership.
3. Train the Patrol leaders in my Troop in their responsibilities through the Court of Honour and the Troop Scouters Patrol ensuring that the Patrol is the unit in all activities.
4. Arrange and chair regular Troop Scouters' meetings and attend Court of Honour meetings, Group Scouters' Councils and, if required, District Scouters' Councils.
5. Ensure that Troop meetings are timorously planned for and held on a weekly basis.
6. Actively support Group, District and Area events.
7. Encourage an active outdoor programme, ensuring that sufficient camps and hikes are arranged so that each scouts in the Troop has the opportunity to spend at least three nights in camp per annum..
8. Ensure that the necessary Troop records are properly maintained and kept up-to-date.
9. Encourage each scouts in the Troop to progress in accordance with his age and ability, through the requirements of the Badge Advancement Programme.

10. Pursue the objective of maintaining a minimum of 18 member in the Troop at all times.
11. Seek and obtain adequate Adult assistance in the ratio of one adult to eight Scouts and to fully involve my Assistant Scouters in the programme of the Troop.
12. Promote and-maintain good parent contact through the medium of newsletters and home visits.

The Assistant Troop Scouter role with the Troop

Assistant Troop Scouter

Basically your job will be to assist the Troop Scouter in presenting wholesome interesting active Troop Scouting-for boys/girls in the age category 11 to 18 years. This activity will generally be based on the Scout Programme and will always have underlying values based on the Scout Law and Promise so that:

- You will retain each boy/girl to the upper age limit.
- By the time you have finished your part in his/her training he/she will be well on the way to becoming a good citizen.

As you will be warranted to act within a Group your energies should be devoted here -mainly to Troop activities. You will deal mostly with boys/girls. You will cope adequately with the job and your studies, family and sport if there is enough of you i.e. one Assistant Troop Scouter to 10 Scouts.

You will find that your activities fall into a largely routine pattern which the following describes:

Attend Troop Scouters Council Meetings

Frequency once a month. Three hours per meeting. This is your priority for adult meetings as the Group Scouters Council welds the Branches into a "Family" whole. You may be called upon to act as Scribe to the Council on a rotation basis say three months at a time. You will be expected to report on any item which has been your particular responsibility and to take an active interest in total Group welfare.

Troop Meetings

Frequency - four out of five two hours per meeting. Most Troops hold a weekly Troop Meeting. If there are enough Troop Scouters and if planning has been properly carried out there is no reason why every Scouter should attend every Troop Meeting. Your "night-off" should be planned into the programme.

In addition to the Troop Meeting itself you will find that you will have to spend time on detailed preparation for those items of the programme for which you are responsible. This preparation time will vary depending on whether your items are inspection/games/yarn or a major Wide Game/stunt. From one to one-and-a-half hours preparation time will be required, on average, if your work is to be considered worthwhile by the boys.

This is a priority job.

Attend Troop Scouters Meetings

Frequency - one meeting of three hours per quarter. The 'meeting will be chaired by the Troop Scouter.

This is when the Troop long and short-term planning is done taking into consideration Troop needs. District, Area and National events which can often be used to introduce themes into the Troop programme. Some preparation for such meetings - the studying of Troop records will be necessary

A priority job.

Training

On your application for adult membership you declared your willingness to undergo training as an adult leader as required by the Position (rank) or Appointment that you will hold from time to time. This training is carried out in several stages.

The first being your Pre-Warrant training known as the Adult Introduction to Leadership Course covers the fundamental principles of Scouting. On completion of this course' (which would normally be within three months of joining the Movement) you will be expected to attend the Warrant Course. After successful completion of this Course and provided all training requirements have been met you may be issued with a Warrant in keeping with the position (rank) you have been nominated for The training of Troop Scouters culminates with a Scout Wood Badge Course which would normally be completed within five years from the issue of your Warrant.

In addition you will feel a constant need for "Ideas input" in order to stay on top of the job. Training may be offered by District or Area and you will probably require to attend two evenings and one weekend per year as a minimum.

If you are conscientious you will consider self-training a priority.

Group Events

Frequency - approximately two events per annum

It is strongly recommended that fairly frequent "family get-togethers - which will include parents be held Planning for these which may take the form of a braai and campfire for example, will be carried out at

Group Scouters' Council meetings. You will be expected to play your part in preparations for these, which may take the form of a braai and campfire for example, will be carried out at a Group Scouters' Council meetings. You will be expected to play your part in preparation for these.

Attend- Court of Honour Meetings

Frequency one or two three-hour meetings per annum.

Assistant Troop Scouters do not have the right to attend Court of Honour Meetings and do so on invitation only. If you are invited to attend as an observer only and speak only when called upon by the Chairman.

Attend the Troop Scouters' Patrol Training Meetings

Frequency -once or twice per annum.

The training of Patrol Leaders through the Troop Scouters' Patrol is a priority for the Troop Scouter who may require your special skills on occasion.

Record Keeping

Frequency - as and when required but this should not take more than one evening per month of your time.

The keeping of adequate Troop records is vital. As Assistant Troop Scouter you may well be asked to take charge of the Cash Book, Badge Records Book, Attendance Register, etc. in order to remove these jobs from the shoulders of the Troop Scouter.

District Meetings

Frequency three times per year One evening per meeting with the Group Scouters' Council functioning properly the GS will be in a position to represent the full Group at regular District business meetings. However in order to maintain contact with a wider sphere of Scouting your attendance periodically is recommended. District staff should so arrange things that when all Scouters are expected to attend some of the training mentioned above will be presented.

Advancement

Frequency - this will depend upon needs.

The badge testing aspect of your job covers the requirements of individual boys/girls. It is necessary to provide this service when the boys/girls require it. Approximately two afternoons per month should be adequate on average but a three-month allocation of your time could well take the form of a weekend training/testing camp.

District/Area Events

Frequency - approximately six afternoons or evenings per year but possibly incorporating a weekend camp.

You will be expected to attend such functions as your Local Association Annual General Meeting BP Sunday, etc. In addition, Districts and Areas normally offer certain events usually on a competitive basis. It is your duty to prepare your Troop for such events so that they may judge the standard of their skills against other Troops. Your attendance at some of these events will be expected.

Parent visiting

Without parent support our success as Scouters will be less than it should be. A lively Group Scouters' Council will programme for parent contact outside of Parents' Evenings, Group Committee Meetings, etc. You will be expected to play a part in this essential activity.

Camp/Hikes

Frequency - The Troop Scouters must see that sufficient camping and hiking is done to ensure that each boy/girl in the Troop has a minimum of three camp nights per annum You will be expected to play a full part in this and therefore allocate yourself two weekends per annum in addition to the Annual Troop Camp. Camping is a priority job as this is your opportunity to really get to know the boys/girls for training and testing and for the practice of self reliance.

General

In addition to the foregoing you will find that there will be calls on you to take a hand in dealing with problem solving or short-notice action which may be required for one reason or another or Scoutcraft or Interest Badge examining for the District. It is quite a formidable list of duties isn't it? How do you cope?

Firstly, you train yourself to stay "one step ahead of the boys". Secondly, with proper co-ordination the jobs may be "telescoped" eg.

Your assistance at Court of Honour and Troop Scouters Patrol Training Meetings could be planned to coincide.

Court of Honour or Training meetings may be held on normal Troop Meeting evenings while Patrol Seconds and ATSS (there are enough of you remember) take charge of the Troop.

Your planning meetings could be held after Troop Meetings or Group Scouters' Council Meetings - you may get home a little later than usual of course.

Training and District meetings should to some degree coincide.

So what do I do?

THE PATROL LEADER'S CODE

As the leader of my Patrol, I will do my best to:

- . Live the Scout Promise and Law and coach my Patrol members to do the same.
- . Learn all I can about my job in order to be a good leader.
- . Plan and lead good Patrol meetings and activities.
- . Give every member a definite job so each will have a part in Patrol activities.
- . Keep ahead on advancement so I am prepared at all times to train Patrol members.
- . Be thoughtful of my fellow Scouts and a friend to all of them.
- . Qualify to take my Patrol hiking and camping.
- . Wear my uniform correctly and neatly so my Scouts "will too."
- . Make full use of the Patrol-in-Council and put the interests of the whole Patrol above my own.

As a leader in my Troop I will do my best to:

- . Take an active part in the Court of Honour, representing my Patrol honestly and fairly.
- . See that my Patrol is prepared to take an active part in all Troop activities.
- . Work with my Troop Scouter and the other leaders in the Troop to make the Troop run well.

GETTING THE JOB DONE

Sometimes a task is too much for one person alone. It needs a team in action. The success of your team will depend on what you do as the leader. For a job in one place, your job as a leader is to co-ordinate the entire project-something on the move, like a hike, is a bit different. Don't let yourself become too involved in all the details the nitty-gritty of knots and lashings, etc. You should be standing back, watching what the rest of your Patrol is doing-helping where

needed, giving advice and making sure the project is going according to plan. The more you observe, the more you see!

Never call to your Patrol members as "you". Each one has a name and likes the sound of it!

BADEN-POWELL'S ADVICE TO PATROL LEADERS

"I want all you Patrol Leaders to go on and train your scouts entirely yourselves, because it is possible for you to get hold of each scout in your Patrol and make a good fellow of him. It is no use having one or two brilliant scouts and the rest no good at all.

You should try and make them all fairly good.

The most important step to this is your own example, because what you do yourselves, your Scouts will do also.

Show them that you can obey orders whether they are given by word of mouth or are printed or written rules, and that you can them out whether your Troop Scouter is present or not. Show them that you can earn badges and your scouts will follow with very little persuasion. But remember you must give them the LEAD and not the PUSH."

A TROOP SCOUTER IS:

- | | |
|--------------------|--|
| <i>Thoughtful-</i> | He plans a programme using the Scouting methods to instil in his scouts the ideals of character, citizenship and leadership. |
| <i>Generous -</i> | He gives willingly of his time, his thought and his energy to bring his scouts along the Scouting trail. |
| <i>Careful -</i> | He takes care that the programme he uses builds the minds and bodies of his Scouts. He is careful not to do things for scouts, but instead teaches them to do things for themselves. |
| <i>Unselfish -</i> | He uses his position to build self-confidence in scouts, not to glorify himself. He teaches them to lead - and then retires into the background when they are able to do-so. |

- Tolerant* - He looks upon a scouts as one who can be helped to become a man, regardless of colour, class' and creed.
- Humble* - He is a follower of God, a leader towards God; never a god unto himself.
- Lighthearted* -He makes a game of Scouting so that scouts can enjoy the process of growing up; he is a scouts at heart; he is fun to be with;
- Forgiving* - He does not dwell on a scouts past mistakes, but uses current mistakes to show him a better way.
- Inspiring* - He is the man his scouts want to grow up to be.
- Active* - His Troop is not merely a classroom, for instruction is only the preparation for doing. His scouts hike and camp, putting into action their Scouting skills.
- Diligent* - In order that his scouts may have every possible advantage, he makes use of all the Scouting organization - its people and its publications.
- Committed* - He takes every opportunity to learn more about his job. He has committed himself to *follow the pattern of Adult Leader Training*.
- Prepared* - He takes advantage of every opportunity to learn more about his job. He prepares himself to do his best to lead scouts to do their best.

Pack Scouter And Assistant Pack Scouter

The Pack Scouter is responsible to the GS for the total welfare of Scouting in the Cub Branch. The basic job of the Assistant Pack Scouter is to assist the Pack Scouter (Akela) in all respects in presenting wholesome interesting active, enjoyable Pack Scouting to the boys/girls in the age category 8 to 11 years. This activity will be based on the Cub Programme, often with some theme or story which will fire the imagination of small boys/girls and which will always have underlying values based on the Cub Law and Promise. Your aims will be:

- Through the enjoyable activities presented to retain the interest of the boys/girls up to the time when they "leap up" to the Troop.
- To ensure that each boy/girl has a good grounding in basic skills and particularly in the Cub Promise and Law.
- To ensure that by the time he/she is ready to go up to the Scout Troop his/her appetite for Scouting has been whetted.

The Pack Scouter should delegate real responsibility to Assistants and give them a full share in planning and participating in all activities.

As you will be Warranted to act within a Group your energies should be devoted to Group activity - mainly to the Pack.

You will deal mostly with small boys/girls but contact with the parents and other adult leaders is necessary.

You will cope adequately with the job and your studies/family/sport if there are enough of you, ie. a minimum of one Pack Scouter and one APS for a Pack of 24 boys/girls. Three Pack Scouters are recommended for any number over 24. The maximum size of your pack will be 36.

Your activities will follow a fairly routine pattern based upon the following responsibilities:

Pack Meetings

Frequency one meeting of one and a half to two hours per week.

In addition to the Pack Meeting itself you will find that you will have to spend some time on detailed preparation for those items of the programme for which you are responsible. This time will vary depending on your involvement in the Programme but one to one and a half hours preparation time per meeting will be required if your work is to be of a standard that the boys/girls will truly enjoy. This is a priority job.

Training of New Chums

Frequency as and when required. This is a specific job for the Pack Scouter and entails the initial instruction of new boys/girls particularly giving a grounding in the Cub Promise and Law. A priority job

Pack Scouters Meetings

A priority adult meeting. These meetings of duration approximately two hours should be held at least quarterly to plan overall and detailed activities for the Pack - ie. Your long and short term planning.

Training

You are required to successfully complete the Cub Warrant Course after completing this Introduction Course before becoming Warranted. The Woodbadge Course can be commenced after serving a minimum period as a Warranted Scouter. You will find that you need new ideas continually. Training may be offered by District or Area. Your ADC (Adult Leader Training) will provide you with support .

Seonee Pack Meetings are a form of training for Pack Scouters. These are normally organised and run within your District by District and Area Training team staff. When these are offered you should feel obliged to attend. If you are conscientious you will consider self-training a priority.

Group Scouters Council Meetings

Frequency – once a month 3 hours per meeting. This is a priority adult meeting The Group Scouters' Council is a meeting of all Scouters within the Group under the chairmanship of the Group Scouter and its purpose is to weld the Branches into a "family" whole. You may be called upon to act as Scribe to the Council on a rotation basis. You will be expected to report on any item that has been your particular responsibility. The Akela will be required to submit a report on the Pack.

Advancement

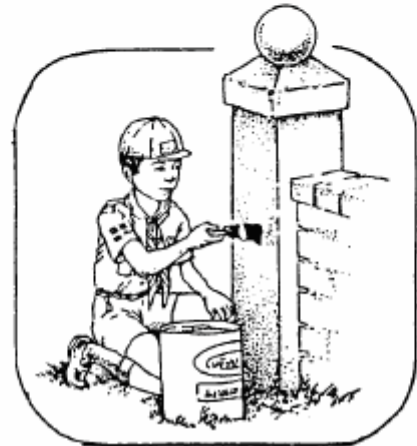
The Cub System of the "Playway of Training" if practised properly will mean that most of your training and testing in basic badge work will be dealt with during normal Pack Meetings. You may require to spend some time with particular boys/girls outside of Pack Meetings but this should not take more than one hour of your time per week

Badge Examining

You may be invited by your ADC (Cub Programme) to become one of the District Badge Examiners/ If you agree this will mean that as and when boys/girls

have properly prepared themselves for the particular badge that you are examining you will be available to do the testing. Be sure that you are able to cope adequately with your own Group responsibilities before agreeing to do badge examining on District basis.

Camps/Pack Holidays



The older boys/girls in the Pack should be offered a Camp/Pack Holiday every year. You will be required to have undergone a special training course in order to become licensed for these activities. Once qualified these activities should involve you in week-end plus three planning meetings per annum.

District Meetings

Three times per year - one evening per meeting. With the Group Scouters Council functioning properly your GS will be in a position to represent the full Group at regular monthly District business Meetings but in order to maintain contact with a wider sphere of Cubbing your attendance periodically is recommended. District Staff should arrange matters so that when all Scouters are

expected to attend some form of your training (possibly a Seonee Pack Meeting) follows the business meeting.

Record Keeping

The running of a branch entails the keeping of the necessary records such as Cash Book, Progress Register, Badge Records, Progress Chart, etc. This work should be shared equally among the Pack staff and should not be regarded solely as the responsibility of the Pack Scouter.

Parent Visiting

Ideally when a new boy/girl joins the Cub Pack the Akela and GS should pay a visit to that boy/girl's home to become acquainted with his/her parents and to introduce the parents to the aims and principles of the Movement. Apart from this special visit it is recommended that regular parent contact be maintained in addition to the general contact that occurs at Group Functions. Each Pack Scouter should take a share in home visiting to ensure that each home is visited at least once per annum.

Group Events

Frequency - approximately two events per annum. It is strongly recommended that fairly frequent Group "family"-get-togethers be held which will include parents. These may take the form of a Camp Fire, Braaivleis or Group Concert Planning for these will be carried out in Group Scouters Council. You will be expected to assist and to be present on such occasions.

District/Regional/Area Events

Frequency - approximately afternoons or evenings per annum. You will be expected to attend such functions as your Local Association AGM, BP Sunday, etc. In addition Districts/Regions/Areas offer certain events such as Cub Field Days in order that your Pack may have an opportunity to appreciate the wider "feel" of the Movement and to assess their standards against other Packs. Your assistance and possibly participation in the organizational side of these events may be required occasionally.

General

You will find that you can rely upon your ADC (Cub Programme) for support and encouragement. This person will be a frequent visitor to your Pack in order to assist you to make the best possible job of boy/girl training. On these occasions you should include the ADC in your programme in some way.

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 TREASURER'S ROLE

The key aspects of the Group Treasurer's role are to:

- ▶ produce an annual budget following consultation with the Group Scouters Council & Committee Meeting
- ▶ monitor the Group's income and expenditure against the approved budget
- ▶ collect and forward the Membership Subscription to the District Treasurer and or Area Headquarters
- ▶ receive and account for all monies In the Group (Including from Branch's) paying out only as authorised by the Group Executive Committee
- ▶ ensure that floats held by others are properly accounted for
- ▶ ensure that accumulated funds are Invested
- ▶ ensure that proper Inventories and Insurance of Group property and equipment are maintained
- ▶ I keep In contact with the district and or Area Treasurer
- ▶ I comply with the rules of the Scout Association and the laws of the land relating to finance

How did you become the Group Treasurer?

In constitutional terms you were: nominated and seconded before being elected by the Group Council, I expect that before hand 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.

What are you Treasurer of?

You are Treasurer of the Group Council and the

Group Executive Committee,

The Group Council exists to support Scouting locally, The Group Scouter and the Group Executive Committee are accountable to the Group Committee.

In reality the Group Committee meets just once each year. This meeting, the Annual General Meeting, is usually held in October - November, but must be held w\within 6 months of the Groups financial year end. It receives annual reports and sets up the Group Executive' Committee,

Membership of the Group Committee is open to all the Scouter, Appointed Helpers and others who work directly with the Groups young people together with the parents of the young people. Patrol Leaders are also members as can be former Scouts and their parent. Indeed it is possible and highly desirable, to include all pf those who support the Group,

How does the Scout Group work?

The Group Scouter (GS) leads the Scout! Group and has a team of key people to help,

The uniformed Branch Leaders each lead their team of assistants and helpers together with the young people in their Branch. Together they are responsible for the delivery of the programme for the young people who are members. Their work is coordinated through the Group Scouters Council which includes all the Branch and Assistant Scouters. The Group Scouter chairs this meeting.

You, the Group Treasurer work closely with the Group Chairman who leads all of those who provide help and support to the Group in other ways, An important job and one which clearly needs sound financial support.

Why do we need a Group Executive Committee?

The Group Executive Committee which exists to manage the Scout! Group supports the Group Scouter and is responsible for.

- ▶ the maintenance of Group property
- ▶ the raising of funds and the administration of Group fiancé
- ▶ the insurance of persons, property and equipment
- ▶ Group public occasions
- ▶ arranging accommodation and assisting to find camping sites
- ▶ assisting in the recruitment of (Scouters) Leaders and other adult support

- ▶ appointing any sub committees that may be required
- ▶ appointing Group Administrators and advisors other than those who are elected.

Who are members of the Group Executive Committee?

Membership of the Group Executive Committee includes member who are ex officio members, nominated members, elected member and co-opted members. This soU1ldB rather complicated but the list looks like this:

Ex officio member:

- ▶ The Group Scouter (GS)
- ▶ The Group Chairman
- ▶ The Assistant Group Scouter if needed
- ▶ The Group Secretary
- ▶ The Group Treasure) **That's you**
- ▶ The Sponsoring Authority or nominee (sponsored Groups only)

Understanding Scouting language

Abbreviations, terms and jargon

To a 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 fair chance.

Group The local unit of scouting that win consist of one or more Branch, and is lead by a Group Scouter. (GS)

Pack A Cub Pack is the Branch in the group. For youth aged between 7 half to 11 year, Cub's which they are called will be divided into group, called Six, each led by a Sixer.

Troop A Scout Troop is the Branch in the group.

For youth aged 11 to 18 years old. Which will be made up of number of Patrols, each led by a Patrol Leader? (PL)

Crew A Rover Crew which is made up of adult aged 18 to 30 years old.

Each Branch will have its own Leaders, a Branch Leader, supported by Assistant Scouter with Appointed Helpers and Instructor;.

Leaders in the Cub Scout Pack use name, drawn from, Rudyard Kipling's Jungle Book. The PS is called 'Akelo' and the Assistant Scouters use the names of other character" Baloo, Kaa, Rikki and so on,

Scout Leader Troop Leader

In many Troops it traditional that, the Troop Leader is caned 'Skip' or is given another scout name.. a Group Chairman. The Group Chairman is strictly speaking the Chairman of the Group Scout Group. This meets annually as the Group Annual General Meeting AGM and includes all those, expectancy the parents, who are connected to the Group. The more routine management of the Group's affairs is conducted by the Group Elected Committee, often called The Executive. Some Groups are 'sponsored 'by, importance, a Church with the Minister acting'" Sponsoring Authority.

a Group Chairman. The Group Chairman is strictly speaking the Chairman of the Group Scout Group. This meets annually as the Group Annual General Meeting AGM and includes all those, expectancy the parents, who are connected to the Group. The more routine management of the Group's affairs is conducted by the Group Elected Committee, often parents, who are connected to the Group. The more routine management of the Group's affairs is

The term Leader and Scouter are both used to describe adults who hold a Warrant. The Warrant is the appointment card that is given to those who accept the appointment as a uniformed Scouter. Such appointments are made by the Scout District.

Other adults may be Appointed Helpers or Skills Instructors, Helpers usually provide general help to a Branch on a regular basis while Skills Instructors provide more, specialised support, Both are issued with Certificates of Appointment!.

Besides the Leaders, the Group win have a team of other adults who provide support chiefly with administration and fund raising. These will be led by each have specific responsibilities and thus hold appointments such as Assistant District Commissioner (Cub Programme or Scout Programme) Districts look for the support to a Region or Area, which will be led by a Regional or Area Commissioner (RC) or (AC). Similarly to the District there will be a team of Assistant Area Commissioner (AAC).

both Districts and Area have Scout Council!., and

Executive Committees in line with the arrangements within the Scout Groups.

Amendment to 'Supporting the Group Treasurer'

The Branch on 'Benefiting from tax' (page 10) was written before the new Gift Aid Scheme was introduced in April 2000.

Gift Aid can now be claimed on membership subscriptions as well as single donations and the minimum donations level has also been removed. Similarly, that Daad of Covenant scheme mentioned has been withdrawn.

There are also some further benefits for higher rate taxpayers.

For up to date information there is a fact sheet called *Gift Aid for Membership Subscriptions* (FSI90006) on Gift Aid available from the Scout Information Centre 0845 3001818.

This fact sheet can be downloaded for free from the Fact sheet Library, visit:

For further Information please contact the conducted by the Group Elected Committee, often called The Executive. Some Groups are 'sponsored 'by, importance, a Church with the Minister acting'" Sponsoring Authority.

Your Group will be part of a District. Which exists to provide support to and promote co-operation 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 Commissioners (ADC). These win - the recruitment and appointment of Scouters for the Group;

- safeguarding, maintaining, and controlling all Group property;

- obtaining suitable campsites, and providing assistance to Group SCOUTERS, when required, to enable

- them to implement their training programme;

- ensuring that all parents are kept informed regarding the activities and progress of the Group (Rule

404.5);

- maintaining effective public relations with the community within the area of the Group's operations;

- obtaining employment for young people in the Group if required.

622 THE GROUP COMMITTEE

622.1 As provided in Rule 621.2 above, a Group Committee shall be elected annually. Failing

such an election, the GS shall appoint a Group Committee, a Group Secretary, and a Group Treasurer (who shall not be Scouters).

The Group Committee consists of:

- 622.1.1 The Group Chairman, who shall be the chairman of both the Parents' Association and the Group Committee. The Group Chairman is appointed by the GS in consultation with the Group Committee. A Scouter may not be appointed to this position.
- 622.1.2 The GS, but he or she shall not hold office as chairman of the committee. Other Group SCOUTERS shall not be members and may only attend meetings when invited for some special purpose.
- 622.1.3 The Group Secretary and the Group Treasurer (appointed as above).
- 622.1.4 The remainder of the committee is made up of persons elected by the Parents' Association, or failing this, appointed by the GS. (The number of persons will vary with the needs of the Group, and should be fixed by the Group Committee bye-laws to ensure a predominantly lay membership representative of all Branches of the Group.)
- Care should be taken to ensure that those persons elected or appointed are able and willing to render effective service.
- In the case of sponsored Groups, the sponsoring authority shall be represented on the Group Committee.
- 622.2 The Group Committee has no direct concern with the training programme of the Branches, but is charged with the definite responsibility of ensuring that adequate accommodation for Group meetings and equipment are available for the training programme for SCOUTS laid down by the Group Scouters' Council, and that adult leader training is available to all Scouters in the Group at no cost to the individual. The other functions of the Group Committee are to assist the GS in:
- 622.3 In the event of a difference of opinion between the Group Committee and the Group Scouters' Council with regard to the expenditure of funds, the matter must be referred to the LA and DC after consultation

with the sponsoring authority in the case of sponsored Groups.

- 622.4 In the event of a difference of opinion between either the Group Committee or the Group Scouters' Council and any body of parents, supporters, or other persons engaged in any undertaking for or on behalf of the Group, or any Branch of the Group, the matter must at once be referred to the LA and DC, after consultation with the sponsoring authority in the case of a sponsored Group.

623 GROUP PROPERTY

- 623.1 The general rule for property is quoted in Rule 923. In the case of sponsored Groups it is necessary to determine at the outset what property, movable or immovable, is to be vested in the Association and what property in the sponsoring authority. This decision must be recorded by the LA in a letter of agreement between the Association and the Group Committee on the one hand and the sponsoring authority on the other hand.
- 623.2 A schedule of property in the care of the Group must be submitted each year to the LA and Area HQ. In the case of a sponsored Group this schedule must be countersigned by the sponsoring authority. At the same time a schedule showing any additions (insofar as they relate to the Group) to the property of the sponsoring authority should be submitted so that the letter of agreement (Rule 623.1) may be updated.
- 623.3 Where a Group occupies or utilises owned or leased ground, the Group Committee must ensure that all immovable property is adequately insured against loss by fire or other cause. At frequent intervals the replacement cost of the property should be re-assessed and, if necessary, the amount insured increased accordingly.
- It is desirable that Group movable property also be insured.

624 GROUP FINANCE

- 624.1 The Group Committee in conjunction with the GS (and in the case of sponsored Groups, the sponsoring authority), shall have the authority to raise funds by any means not in conflict with Rules 118 to 120. However, the term "raising funds" does not include the borrowing of money or the purchase of goods on credit without the prior written consent of the Area Finance Committee

which shall be reported to the National Finance Committee;

Any member of the Group (including the sponsoring authority) shall be entitled to inspect these financial statements.

624.2 The Group Committee in conjunction with the GS shall be responsible for the proper control, administration, and investment of all funds held by, or on behalf of, the Group or by Branches thereof. The Group Committee shall ensure that the annual financial accounts are audited by a suitably qualified person who shall not be the Group Treasurer.

624.3 All Group funds are to be received and accounted for by the Group Treasurer and not by any other individual except as detailed in Rule 624.4. The Treasurer shall be responsible for preparing the Annual Financial Statements of the Group on the lines laid down by Area HQ (or Area Finance Committee).

624.4 Any subscription paid by the SCOUTS themselves will be administered by the Branch concerned as will any amounts allotted to the Branch for current expenses by the Group Committee in consultation with the Group Scouters' Council.

It is an important aspect of the youth programme that the management of such Branch funds should be under the control of the Court of Honour in the Troop.

Each Branch will account to the Group Committee for all subscriptions and grants received, monies expended and balances on hand, which will be included in the Annual Financial Statements of the Group.

624.5 Any banking account must be opened in the name of the 'South African (or 'S.A.') Scout Association' followed by the name of the Group. Such accounts shall be operated by two signatories unless otherwise specifically authorised by the Area Executive Committee. Included in the list of signatories shall be any two of the Area Chairman, District Commissioner, the Area Treasurer or the Area Manager, for the time being.

624.6 The audited Annual Financial Statements of the Group shall be submitted to the Annual General Meeting of the Parents Association and to the LA.

A copy of these Audited Financial Statements shall be sent to Area HQ by the 31st December each year.