



**SCOUTS AUSTRALIA
SYDNEY NORTH REGION**

**INTRODUCTORY GUIDE TO SCOUTING
FOR PARENTS — Part 2: About Group Committees**

January 2005



PREFACE

This Part 2 of a two-part Guide is primarily for adults in the Sydney North Region of The Scout Association of Australia, New South Wales Branch who are newcomers to the Scouting Movement or are returning to it after many years.

The aim of this Part 2 is to provide practical assistance in the operation of the Group Committee. It is just a start.

The focus of the Scout Movement is the local Scout Group. It is totally dependant on volunteers for its success — every parent of a youth member must contribute, either as a uniformed Leader or as an active member of the Group Committee.

The aim of Part 1 is to explain what a wonderful volunteer organisation the Scouting Movement is, how it is structured and some of its special terms and conventions.

The material in the Guide is from many sources and is just a guide. It does not substitute for the policies, rules and guidelines of the Scout Association.

This Guide is a living document. It will be continually updated and improved. To ensure that you have the current version, please check the Sydney North Region's web site, at <http://sydneynorthscouts.com>.

Any suggestions, corrections, improvements and contributions are welcome.

Lastly, missing from the Guide is a description of the District Supporters (formerly Layside) Committee. This is because they have ceased to exist; however, it is something, which we wish to re-establish in the Region, and are working on it.

Brian Gill
Chairman, Sydney North Region

INDEX (Parts 1 & 2 of the Guide)

Part 1: About Scouting

1. Introduction

- What Scouting is about
- How Scouting began
- The aim, principles, goals and values of Scouting
- How Scouting's aim, principles and goals are achieved
- Scout emblems

2. Scouts Australia — Organisation

- Introduction
- National
- Branches
- Regions
- Districts
- Groups
- Management and administration
- Adult Leaders
- Sydney North Region
- Chart of the main organisational structure and management of the Scouting Movement in Australia

3. Formations within the Scouting Movement

- Introduction
- Joey Scouts
- Cub Scouts
- Scouts
- Venturer Scouts
- Rovers
- Scout Fellowship

Appendices

1. Common abbreviations used in Scouting
2. Districts, Groups, Rover Crews and Scout Fellowships in the Sydney North Region
3. Code of Conduct for Adults in Scouting
4. Scouting terms and traditions
5. Scouting prayers
6. Awards for good service — members and associates

Part 2: About Group Committees

4. The Scout Group — Management and Support

Introduction

Key functions, responsibilities and composition

5. The Group Committee

Introduction

Role

Composition

Operation and office-bearers

Code of conduct for Group Committee members

6. Other matters

Appendices

7. Group Committee checklist
8. Tips on conducting meetings and recording the minutes of them
9. Sample agenda and its management for regular meetings of the executive of the Group Committee
10. Sample agenda and its management for the annual general meeting of the Group Committee

Chapter 4 — The Scout Group — Management and Support

Introduction

The management, leadership and support of the Group are carried out by a Group Leader, a Group Council and a Group Committee. In summary:

<p style="text-align: center;">Parents of youth members</p>		<p style="text-align: center;">Youth members</p>
	<p style="text-align: center;">Group Leader <i>Has ultimate responsibility for the Group</i></p>	
<p style="text-align: center;">Group Committee</p> <p><i>Supports the uniformed leaders by managing the business & social side of the Group:</i></p> <ul style="list-style-type: none"> - Finance: fees, fundraising & expenses - Functions: families - Finding: youth members, Leaders, Committee members - Maintenance: equipment & hall <p>Executive: Chairman Vice-Chairman Secretary Treasurer Trustees Other office bearers</p> <p>Group Leader All other parents</p>		<p style="text-align: center;">Group Council</p> <p><i>Manages the training side of the Group: plans & coordinates the delivery of the Program</i></p> <p>Group Leader (Chair) Adult Leaders & Asst Leaders of each Section: Joeys Cub Scouts Scouts Venturers</p>

Key functions, responsibilities and composition

Key functions of a **Group Leader**:

- Responsible for the welfare, progress and training of the Group's youth members and adult uniformed leaders (including ensuring that all persons in direct contact with the youth members are of exemplary character and are fit and proper persons to carry out their role of leading young people)

- Ensures that the training program for the youth members is delivered in accordance with the performance and safety standards of the Scout Association and that progression through all the sections is actively encouraged.
- Ensures that the Group operates in accordance with the Aim, Principles, Policies and Rules of the Scout Association
- Chairs the Group Council.
- Serves on the Group Committee

Composition and role of the Group Council:

- Consists of all the Leaders of the Group and is normally chaired by the Group Leader. A representative of any Rover Crew associated with the Group should be invited to attend.
- Meets regularly to discuss and co-ordinate matters affecting members of the Group, including membership, planning, programming, training and joint events.
- Formulates requests to the Group Committee through the Group Leader in respect of finance, equipment, accommodation, leadership and other matters where assistance is required.

Composition and role of the Group Committee:

- Consists of the Group Leader and non-uniformed people (*all* the parents of the youth members and members of the local community) who are appointed by a simple majority at an annual meeting and is chaired by a Chairman (who is not the Group Leader)
- Ensures that the Group has adequate funding to enable it to provide high quality programs at an acceptable cost
- Ensures that proper records are kept and that all funds are accounted for in accordance with Branch procedures and statutory requirements
- Ensures there are suitable premises to enable the Group to carry out its training program.
- Purchases equipment required by the Sections in liaison with the Group Council
- Maintains the Group's equipment and premises
- Assists the Group Leader to recruit, retain and support Leaders for all Sections
- Holds an annual general meeting at which its members (other than the Group Leader) are elected and at which the audited financial accounts of the Group and the annual reports of the Group Leader, Section Leaders and the Group Committee and others are presented.

Common responsibilities of each of the Group Council and the Group Committee:

- Assist the Group Leader with the formulation and implementation of the Group plan
- Establish and maintain good relationships with other community organisations and community leaders generally.
- Co-operate with and maintain good relations with other youth organisations in the community, particularly Guides Australia.
- Develop good relations with community leaders to enhance the community perception of Scouting.
- Develop the Group to its maximum potential and increase membership to make Scouting available to more young people in the community.
- Develop and encourage a friendly atmosphere in the Group so that new members and their families feel welcome.

Chapter 5 — Group Committee

Introduction

Chapter 4 outlined the management and support bodies in a Group and how they interact. This Chapter focuses on the working of the Group Committee.

The Scout Association at the Group level is entirely a volunteer organisation. Every parent or guardian of a youth member has a responsibility to help the Group, whether as a Leader or as an active member of the Group Committee.

Role

Chapter 4 details the role of the Group Committee. Essentially, it is to support the uniformed leaders by managing the business and social side of the Group through:

- Finance: fees, fundraising and expenses
- Functions: families
- Finding: youth members, Leaders, members for the executive of the Group Committee
- Maintenance: equipment and hall.

The Group Committee has no role in the training or supervision of the youth members, which is the responsibility of the uniformed leaders.

Composition

The Group Committee consists of:

	Members:	Comments:
Executive:	Chairman Vice-chairman Secretary Treasurer Trustees Public Relations Officer Hall Maintenance Convener Social Committee / Fund - raising Convener Job Week Co-ordinator	The Chairman, Secretary, Treasurer and Trustees are necessary and the remainder are desirable. Roles can be combined.
	Group Leader (ex –officio)	The GL does not hold any office
	Parents & supporters	<ul style="list-style-type: none">- <i>all</i> the parents/guardians of the Group's youth members- past members of the Scouting Movement- members of the community interested in supporting the Group.

Operation and members of the executive

A model form of the rules of a Group Committee is set out on pages 113 – 121 of the NSW Branch's Organisation & Information Handbook (10th edn – updated 2001).

The executive positions on the Group Committee are usually filled at the annual general meeting of the Group Committee and vacancies filled as they occur during the year.

All the office-holders on the Group Committee should

- be aware of the Code of Conduct for Adults in Scouting (see **Appendix 3**), the Promise and Law and Aims of Scouting (see Chapter 1)
- glance through the Scout Association of Australia's Policies and Rules and the NSW Branch's Organisation & Information Handbook. Copies of these are on the National and Branch websites
- be aware of the role of each of the members of the Group Committee
- from time to time, compare their committee with the checklist in **Appendix 7**.

The roles of the members of the executive are summarised below. In **Appendix 9** and **Appendix 10** respectively are sample agenda for the regular executive meetings and annual general meeting of the Group Committee Meeting with the roles each member plays.

However, it cannot be stressed enough that a successful Group requires teamwork, with *all* families contributing. The executive members lead and coordinate; they should not be left to do the job by themselves — many hands make light work.

Chairman

- Supports the GL at all times
- Is aware of the Policy and Rules and the Organisation & Information Handbook
- Engenders enthusiasm and encourages the participation of “shy” parents
- Monitors the Group Committee's performance of its responsibilities under the group's plan and ensure its strategies are achieved
- Runs the meetings of the Group Committee's executive and ensures that they are properly conducted and everyone participates — in **Appendix 8** are tips on conducting meetings and writing up the minutes for them
- Works with the secretary on the finalisation of the minutes of Committee meetings and the compilation of the agenda for Committee meetings
- Is the Group Committee's delegate on the District Supporters Committee (if any)
- Presents a written report on the Committee's activities at the Committee's annual general meeting
- Runs the Committee's annual general meeting and ensures that it is properly conducted.

Vice-chairman

Performs the Chairman's functions in the Chairman's absence

Secretary

- Is aware of the Policy and Rules and Organisation & Information Handbook
- Handles the business correspondence of the Group — the Secretary tables the correspondence at the Group Committee meetings (it is a good idea to write on letters the dates of their receipt and reply)
- Takes the minutes of all meetings, sends to the Chairman a draft of the minutes for comment and then circulates them to the Committee members promptly after the meeting — in **Appendix 8** are tips on conducting meetings and writing up the minutes for them
- Reminds Group Committee members of the next meeting and, after consultation with the Chairman, circulates an agenda beforehand
- Keeps all Group Committee records in a safe place
- Updates and keeps the names and contact details of all the members of the Group

Treasurer

- Responsible for handling all the money of the Group
- Oversees each Section's accounts and ensures that they are properly maintained and can be easily audited
- Maintains the bank accounts and keeps the signatories up to date — as committee members change, the signatories change. The signatories should be authorised by a resolution of the Group Committee.
- Makes necessary payments:
 - payments should only be made with the authority of the Group Committee, ie they should be approved by a resolution of the Group Committee¹
 - payments should not be made from cash received — all cash received should be banked and payments of all expenses made by cheque
 - all payments should have a supporting paper trail, eg a receipt and a Group Committee resolution authorising it
 - cheques must always be signed by two committee members (usually any two of the Chairman, Treasurer, Secretary and Group Leader)
- Reports on the Group's financial position at Committee meetings — its revenue and expenditure and on variances from the Committee's budget
- Monitors the payment and arranges the receipt of all Group fees — if a family is finding it hard to pay, the Treasurer should inform the Committee so that, in cases of hardship, arrangements can be made (but names should only be known to the Group Leader, Chairman and Treasurer and not disclosed at Committee meetings)
- Arranges an annual audit of *all* the accounts of the Group — the auditor should be a qualified accountant or a registered auditor who is not related to an office-holder on the Group Committee
- Presents the audited, consolidated, annual financial accounts of the Group (including those of any Section) at the annual general meeting.

Trustees

- There are usually at least two
- Responsible for Group inventory of equipment
- Make sure it is up-to-date at all times
- Check all buildings for repairs required or any fire/accident hazard
- At end of the year ending 31 March, conduct a stocktake / audit with the Quartermaster of all of the Group's equipment and supply the Secretary with an up-dated equipment list and replacement values

Social Committee / Fundraising Convenor

- Leads the organisation of social/fundraising activities — objectives:
 - to bring the Group's families closer together and, consistent with Scouting, to have fun — the more people interact socially, the more they are likely to help out
 - co-ordinate and lead the raising of funds for the Group²
- Reports at each Committee meeting on the social/fundraising activities of the Group
- Reports on recent events.

¹ The Committee may need to pass a standing resolution authorising payments, which cannot wait the approval of the next Committee meeting, eg setting a monetary limit and/or requiring the approval of the Group Leader, the Chairman and the Treasurer. Such payments should be reported and noted at the next Committee meeting.

² Fundraising must comply with the NSW Charitable Fundraising Act (see <http://www.dgr.nsw.gov.au>) and the NSW Branch's *Fundraising and Sponsorship Policy* in the *Organisation and Information Handbook*, including first obtaining a Certificate of Authority to Fundraise from the Regional Commissioner.

The Patrol System works well at the Group Committee level — designated parents can be given the role of keeping in touch with a number of other parents to ensure that they are kept well informed and involved. This also facilitates the coordination of parents for activities.

Public Relations Officer

- Keeps the local community informed about Scouting activities, particularly Scouting's contribution locally. This helps to promote goodwill towards Scouting and attract new youth members and adult leaders
- Maintains contact with local newspapers and other media — local newspapers are always on the lookout for well-written articles, especially ones with accompanying photographs
- Is aware of all activities happening in the Group and reports on them
- Keeps a photographic record of all activities
- Compiles and produces a Group newsletter — this keeps families informed about what is happening in the Group. The PR Officer does not write the newsletter, just compiles reports from the Section leaders, the Group Leader and the Group Chairman and articles from youth members about their activities
- Ensures that written parental permission is obtained for the publishing of youth members' photographs
- Is aware of the NSW Branch's Media Policy.

Hall Maintenance Convenor

- Organises the parents
 - regular rosters of small teams to clean and maintain the hall and grounds
 - occasional large working bees to repair and improve the hall and grounds
- Attends all working bees to direct and supervise the work being done
- Liaises with Quartermaster for repair of any equipment

Job Week Co-ordinator

- Job Week is a month each year (usually May) in which Scouts raise money for their Group and for the NSW Branch by doing odd jobs for their relatives and the public — a busy time, but a short one.
- Co-ordinates distribution of all Job Week materials to Group members
- Co-ordinates Group activities for Job Week
- Collects all monies from Job Week
- Passes the funds on to Branch
- Makes sure all awards are distributed as soon after Job Week as possible.

Code of conduct for Group Committee members

Each member of the executive of the Group Committee should make the following commitment — as a member of the executive of the Group Committee, I shall:

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

8. Evaluate my contribution to the Committee and encourage the Committee as a whole to evaluate its own work.
9. If I feel that it is a poor Committee meeting, I shall ask myself “What can I do to try to make it better?”

There are tips on conducting meetings in **Appendix 8**.

Group plan

Every successful organisation has a plan. The Group Committee and the Group Council need to develop the Group plan and the Group Committee needs to develop a budget to support it.

The Scout Association has published a “Let’s Make a – Plan” series which provides help in developing a plan.

Library

Here is a suggested Group Committee library:

Scout Association of Australia Policy and Rules
NSW Organisation and Information Handbook
Group Leader & Group Committee Handbook
Group Leader Resource Manual
Recruiting Adult Leaders
Region/District Directories
Introducing Scouting

A copy of all the Scout booklets ie
“Avoiding Abuse in Scouting”, “Finding your son or daughter a job” etc.
Adults in Scouting
Let’s make a Group Plan
Scouting for Boys - Scouts edition
Insurance summary (for the current year)
Personal Protection Policy and Procedures
Basics of Scouting

Further reading

Much of the material about the Group Committee and its office-holders comes from two sources, which contain a lot more information and detail:

- The Scout Association of Australia’s *Group Leader & Group Committee Handbook* - 2nd edn (1996)
- The Scout Association of Australia’s *Supporting the ...* series, which cover the Group Committee Chairman, Secretary, Treasurer and Supporter. They can be downloaded from the Association’s publications section on its web site at <http://www.scouts.com.au/library>

Appendix 7

[Group Committee checklist]

This checklist is designed to assist the Group Committee to evaluate its job, and help to build a strong, prosperous Scout Group:

1. Has the Committee copies of all the material in the recommended library and have all the Committee members had a look at:
 - the Group Leader & Group Committee Handbook and
 - Organisation & Information Handbook of the NSW Branch?
2. Does your Committee have
 - at least eight members and
 - parents of youth members in each Section of the Group?
3. Is each Committee member aware of the Committee's role and his/her individual role?
4. Are your Committee meetings
 - held monthly,
 - attended by all the members and
 - well conducted: minutes are issued promptly, there is a written agenda, everyone participates and written reports are provided?
4. In relation to the Group's anticipated expenditure,
 - have the Group Committee and Group Council developed a Group plan and
 - is the Group Committee's budget aligned with that plan?
5. Does the Group's plan include strategies for retaining youth members and Leaders and gaining new ones?
6. In respect of the parents of new youth members, does the Committee
 - welcome them with a letter and/or a visit and
 - provide them with information about Scouting and what is expected of them?
7. In relation to finance
 - has the Committee an account with a bank,
 - are all funds received deposited in that account and all expenses paid by cheque from it,
 - are two signatories required for cheques and are the signatories up to date,
 - are all payments from the account approved by the Committee and
 - are receipts issued (with a duplicate kept by the Treasurer) for all cash receipts
8. Do the Trustees conduct with the Group's Quartermaster a full stocktake/audit of the Group's equipment each year?
9. Is the Group's insurance cover for its hall and equipment realistic, considering present day values?

10. Is the Group's hall and equipment in good condition, well maintained, clean and tidy inside and out?
11. Are neighbours, Council and local community generally proud to have the Group in their midst?
12. Does the Group have adequate social activities?
13. Do all its families take a full and active part in Group activities?
14. Does the Group obtain a Charitable Collections Fund certificate from its District Commissioner for each of its public fundraising event?

Appendix 8

[Tips on conducting meetings and recording the minutes of them]

These notes outline aspects of how formal meetings are conducted and recorded. It is not suggested that they be followed to the letter (especially if the meeting is a small or inconsequential one). They are provided to give confidence and just in case the need should arise.

Good meetings:

- Have a clear purpose supported by an agenda which is
 - reviewed at the beginning of the meeting and
 - adhered to
- Have any necessary background material provided to the participants in sufficient time for them to consider it
- Reports and sub-committee's minutes are historical — the reports should be in writing (they are less likely to be rambling than oral ones) and should be sent out with the agenda. Never devote more than a third of the meeting to items that are history, except perhaps for the financial report.
- Have all (and only) the people necessary for meeting's purpose present — it useful if a committee sets its calendar of meetings for the year: people have more dates available, they know what they are committed to and are less likely to miss a meeting (especially if all meetings are on the same day of the month)
- Make new participants feel comfortable by welcoming and introducing them and allow a brief social period before they start
- Have everyone participating — they listen, speak courteously and forthrightly
- Are run in a business-like manner: they start on time, they do not stray from the topic, they do not drag on too long, one person speaks at a time and does so through the chair³ and the chairman *runs* the meeting.

Chairman⁴

Duties:

- to ensure that the meeting is conducted in accordance with the rules of the Group Committee
- to determine the sense of the meeting
- to preserve order
- to control the voting process and declare the outcome
- to open and close the meeting
- to sign the minutes as a correct record.

Prior to the meeting

- Read the minutes of the previous meeting and note any matters which should be raised at the next meeting
- Check with the Secretary and the Group Leader what matters are likely to be discussed at the meeting so that
 - you are aware of and can prepare for any contentious issues
 - you can judge how much time is likely to be required and allocate time accordingly
 - you can assess whether any further information is needed

³ So, for example, if one participant needs to address another, they seek the chairman's permission: "Madam/Mr Chair, if I may address a question through you to Mary"?

⁴ The word "chairman" (or its abbreviation "chair") is preferred to the invented expression "chairperson", which purports to be gender-neutral but firstly misrepresents the derivation of the word and secondly, if sex is a concern, should (using the same logic) be changed to "chairperoffspring"!

- while not prejudging the issue, you can determine what is needed, eg a briefing, views and/or ideas, a decision.

At the meeting

- Start the meeting on time and set clear time limits, if appropriate
- Ensure that there is the requisite quorum
- Welcome and introduce new members and guests. If there is anything, which they may not understand, explain it at the appropriate time during the meeting.
- Stick to the agenda and encourage the participants to stick to the point when speaking
- If any of the “matters arising from the previous minutes” requires further discussion, defer that item to an appropriate place on the agenda.
- Where a task is assigned, make sure a specific date is set for its completion and that the member to whom it is assigned understands and agrees to it
- Where an item requires discussion, remember that your primary role is to ensure that the meeting is conducted properly and that the sense of the meeting can be determined:
 - guide the debate (and do not control it)
 - you may need to keep your opinion to yourself for a while to avoid swaying the meeting
 - facilitate discussion to ensure that all sides of the argument are considered
 - encourage everyone to speak up but at the same time ensuring that the debate is effective (which may include choosing the order of speakers, limiting a speaker’s time, ejecting persistently disruptive members)
 - ensure that the participants are allowed a reasonable opportunity to air their views, that they are not interrupted and that the discussion is through you (it can be most disruptive if two or more participants engage in a discussion among themselves)
 - encourage everyone to participate, eg “Mary, is this anything which you would like to say on this topic?”
 - if necessary, summarise the discussion,
 - during it — to keep it moving forward
 - at the end of it — so that the attendees are clear what was agreed
 - if a decision is to be reached, ensure that a motion is moved, debated and voted on (see below)
- When the meeting is required to make a decision, a participant should move a motion as to what they favour. While a seconder is not required, it is normal to seek one as an indication that the motion has some support. However, a decision to second a motion does not imply that the seconder is in favour of it, only that the seconder believes that the meeting should consider the matter.

The chairman should ensure that

- the motion
 - is precise and unambiguous
 - does not go beyond the terms of the notice calling the meeting
 - is within the powers of the meeting
 - is read out to the meeting by the Secretary
- everyone who wishes to do so is afforded a reasonable opportunity to speak uninterrupted (only the mover has the right to speak twice: when moving it and in reply when everyone else has spoken and the motion is to be put)

- the chairman puts the motion to a vote by asking who is voting for the motion and who is voting against it and rules whether the motion has been carried (in which case the motion becomes a resolution) or lost. If the vote is likely to be close or the Chairman cannot determine the outcome on the voices (ie the yea's and nay's) , the Chairman should conduct a poll (ie the votes for and against are counted).
- under the common (or judge-made) law, the chairman does not have a casting vote. However, under clause 7 of the model rules for Group Committees, the chairman does have a deliberative vote⁵.

If, during the discussion of a motion, someone seeks to amend it, that person should move a motion that it be amended. An amendment must relate to the matter involved in the motion. The chairman should follow a similar procedure for that amendment motion as for the original motion, with the amendment motion being debated and voted upon. The meeting should then return to the debate of the original motion (as amended, if necessary).

Once the Chairman has accepted a motion, the discussion must be confined to that motion.

A motion cannot be withdrawn by its mover without the seconder's agreement.

A participant can move, at any time during the discussion of a motion, "That the motion be now put". The chairman has discretion to reject it. If the chairman accepts it, s/he should take a vote on it without further discussion. If carried, the chairman should allow the mover of the original motion a right of reply and then take a vote on the original motion.

No motion or an amendment should go beyond the competence of the meeting, ie having regard to the powers of the Group Committee and the purpose for which the meeting was called.

A Chairman should not move or second a motion nor participate in the debate of it because s/he should remain impartial in order to discharge the Chairman's duty to obtain the sense of the meeting. Likewise, the Chairman should refrain from voting on a motion except where there is a poll.

- When closing the meeting, confirm the date, time and place for the next meeting.

In short, *run the meeting* from start to finish.

Secretary

Duties

- to make an accurate record of everything that is done at the meeting.
- to ensure that all relevant correspondence is tabled at the meeting and that it is dealt with in accordance with the decisions made at the meeting

Before the meeting

- check the correspondence which is to be tabled at the meeting
- send out an agenda after conferring with the Chairman and the Group Leader

At the meeting⁶

- Circulate an Attendance Book for the members and guests to sign and note apologies from those who have given notice that they are unable to attend

⁵ A model form of the rules of a Group Committee is set out on pages 113 – 121 of the NSW Branch's Organisation & Information Handbook (10th edn – updated 2001).

⁶ Refer also Appendices 7 and 8 respectively, which contain sample agenda for the regular executive meetings and annual general meeting of the Group Committee meeting with the roles each member plays.

- The minutes should not be a complete record of everything that was said at the meeting. It is sufficient if they record the following:
 - the nature of the meeting eg Group Committee meeting, annual general meeting
 - the date, time and venue of the meeting
 - the names of those present as members (“Present”) or by invitation (“In attendance”) and the identity of the chairman
 - a record of the business of the meeting in the order it was done — “General Business” includes all business that does not fit in any other specific section of the agenda
 - the confirmation (or adoption) of the minutes of the previous meeting
 - a brief outline of the correspondence tabled at the meeting and what was decided be done about each item should be noted
 - all decisions made should be recorded (the mover and seconder do not have to be noted)
 - reports presented to the meeting should be noted

Unless it assists in understanding the decision, which was reached by the meeting, it is desirable that views and statements made by members are not recorded in the minutes since they are the individual’s whereas the minutes are a record of the committee’s views as a group.

- If you are having trouble recording what is being said (for example, because you do not understand something, people are speaking too quickly), speak up immediately because it is essential that you make an accurate record of what took place.

After the meeting

- Promptly send to the Chairman a draft of the minutes for comment and, after agreeing the minutes with him or her, promptly circulate the final version to the Committee members.

Appendix 9

[Sample Agenda and its Management for Regular Meetings
of the Executive of the Group Committee Meeting]⁷

Item	Person	Actions
Present In attendance⁸ Apologies	Chairman	Announces opening of meeting [Opens the meeting with a Scouting Prayer] Introduces new attendees Calls for apologies from any non-attendees Reviews agenda and notes additional items of business
	Secretary	Circulates attendance book
Acceptance of minutes of previous meeting	Chairman	Requests acceptance of minutes (as amended, if necessary) as a correct record and deals with the motion
Items arising from minutes	Chairman	Leads the meeting through each item, calling for appropriate action, eg an update report, a resolution
Correspondence	Secretary	Outlines each item of correspondence received and sent since last meeting
	Chairman	Where warranted calls for appropriate action; eg resolution, commitment from an attendee to deal with an item
Treasurer's report	Treasurer	Presents written financial report including: - progress against budget) in writing, with copies for all members - status of payment re Group levy by parents(number outstanding – do not name) Moves that the financial report be accepted
	Chairman	Calls for seconder and deals with the motion
	Treasurer	Lists accounts for payment Moves that the accounts be approved for payment
	Chairman	Calls for seconder and deals with the motion
Group Leader's report		Presents written report on the Group, such as - youth and adult membership status: current, new members, dropouts (with reasons), waiting list position - Information/requests from Group Council, District, Region, Branch - Section activities, past and future - funds which are needed by Leaders Moves that the report be accepted (and any requested funds be provided)
	Chairman	Calls for seconder and deals with the motion

⁷ Refer also **Appendix 6** [Tips on conducting meetings and recording the minutes of them]

⁸ While not essential, it is common to record the members, who attend, under "Present" and other attendees under "In attendance".

Hall Maintenance Convenor's report	Hall Maintenance Convenor	Presents written report on maintenance on hall and equipment Moves that the report be accepted (and any requested funds be provided)
	Chairman	Calls for seconder and deals with the motion
Public Relations Officer's report	Public Relations Officer	Presents written report on public relations, including next Newsletter Moves that the report be accepted (and any requested funds be provided)
	Chairman	Calls for seconder and deals with the motion
Social Committee / Fundraising Convener's report	Social Committee / Fundraising Convener	Presents written report on past and future - social activities - fundraising projects. Moves that the report be accepted (and any requested funds be provided)
	Chairman	Calls for seconder and deals with the motion
General business	Chairman	Calls for any additional items Addresses each item and, where warranted, calls for appropriate action, eg resolution, commitment from an attendee to deal with an item
Next meeting	Secretary	Confirms the date, time and place of next meeting
Closure of meeting	Chairman	Declares the close of meeting

Notes

- All reports should be in writing and copies distributed at (or preferably before) the meeting. This assists the Secretary and facilitates the efficient despatch of business at the meeting.
- Let the Secretary know about additional items in time for their inclusion in the agenda, which is sent out before the meeting, so that the attendees have time to think about them.

Appendix 10

[Sample Agenda and its Management for the Annual General Meeting
of the Group Committee]⁹

Item	Person	Actions
Present In attendance¹⁰ Apologies	Chairman	Announces opening of meeting [Opens the meeting with a Scouting Prayer] Welcomes everybody and introduces him/herself and others, including any invited guests Calls for apologies from any non-attendees
	Secretary	Circulates attendance book
Acceptance of minutes of previous meeting	Chairman	Requests acceptance of minutes (as amended, if necessary) as a correct record and deals with the motion
Items arising from minutes	Chairman	Leads the meeting through each item, calling for appropriate action, eg an update report, a resolution
Section Leader's reports: Joey Scout Leader Cub Scout Leader Scout Leader Venturer Scout Leader Rover Crew Leader	Each Leader in turn	[See the notes below about the benefits of the presenter's report being in writing and distributed]
	Chairman	At the conclusion of each presentation: - invites comments or questions - briefly thanks the presenter for all the work the Leader and his/her fellow leaders have done - invites the meeting to accept the report by acclamation (applause) as a show of appreciation
Group Leader's Report		[See comment for previous report]
	Chairman	As for the previous report
Treasurer's Report	Treasurer	Presents the audited, consolidated, annual financial accounts of the Group (including those of any Section) Moves that the financial report be accepted
	Chairman	Calls for seconder Invites questions and comments Invites the meeting to accept the report by acclamation as a show of appreciation
Appointment of auditor	Treasurer	Moves a vote of thanks to the auditor for auditing the accounts and that, with his/her consent, the auditor be appointed for the next year
	Chairman	Calls for seconder and deals with the motion

⁹ Refer also **Appendix 6** [Tips on conducting meetings and recording the minutes of them. Note also that the annual NSW Branch forms should have been completed for this meeting.]

¹⁰ While not essential, it is common to record the members, who attend, under "Present" and other attendees under "In attendance".

Group Committee reports: Hall Maintenance Convenor Public Relations Officer Social Committee / Fundraising Convenor	Each presenter, in turn	[See the notes below about the benefits of the presenter's report being in writing and distributed]
	Chairman	At the conclusion of each presentation: - invites comments or questions - briefly thanks the presenter for all the work s/he and his/her committee members have done - invites the meeting to accept the report by acclamation as a show of appreciation
Chairman's report	Chairman	[See the notes below about the benefits of the presenter's report being in writing and distributed] This should not duplicate what has been covered in other members' report. Moves that his/her report be accepted, calls for a seconder and deals with the motion Invites the meeting to show their appreciation for the committee's members and their helpers by acclamation
Election of office-bearers	Chairman	Vacates the Chair in favour of an independent person, eg the Group Leader, an invited Commissioner
	Temporary Chairman	Calls for nominations for each position If necessary, holds an election, declares the office-holder At the conclusion, invites the continuing / new Chairman to take the Chair
Guest's address	Chairman	Invites the invited Commissioner to address the meeting and introduces him/her At the conclusion of the address, thanks the speaker and invites the meeting to thank the speaker by acclamation as a show of appreciation
General business	Chairman	Calls for any additional items Addresses each item and, where warranted, calls for appropriate action, eg resolution
Closure of meeting	Chairman	Declares the close of meeting (and invites everyone to stay for a chat over a cup of tea / coffee)

Notes:

- A Scout Group is required to hold an Annual General Meeting as soon as possible after 31 March each year.
- All parents should be invited. It is also usual for the District Commissioner or, someone in his/her place, to be invited and for them briefly to address the meeting. They can also be asked to conduct the election of the office-bearers with the help of the Group Leader. If you invite guests, you will need to make arrangements for them: Who will liaise with them before the

meeting? Who will meet them on arrival? Who will look after them during the meeting? Has the Chairman been well briefed and able to introduce them properly?

- The biggest challenge is often to get people to turn up. They will not do so if the meeting has a history of being a long drawn-out one.

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

It is a good idea for the report and accounts to be circulated in writing so that the presenters can concentrate on the highlights in their comments. Also, the written reports can be included in the next newsletter for those who were not at the meeting.

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