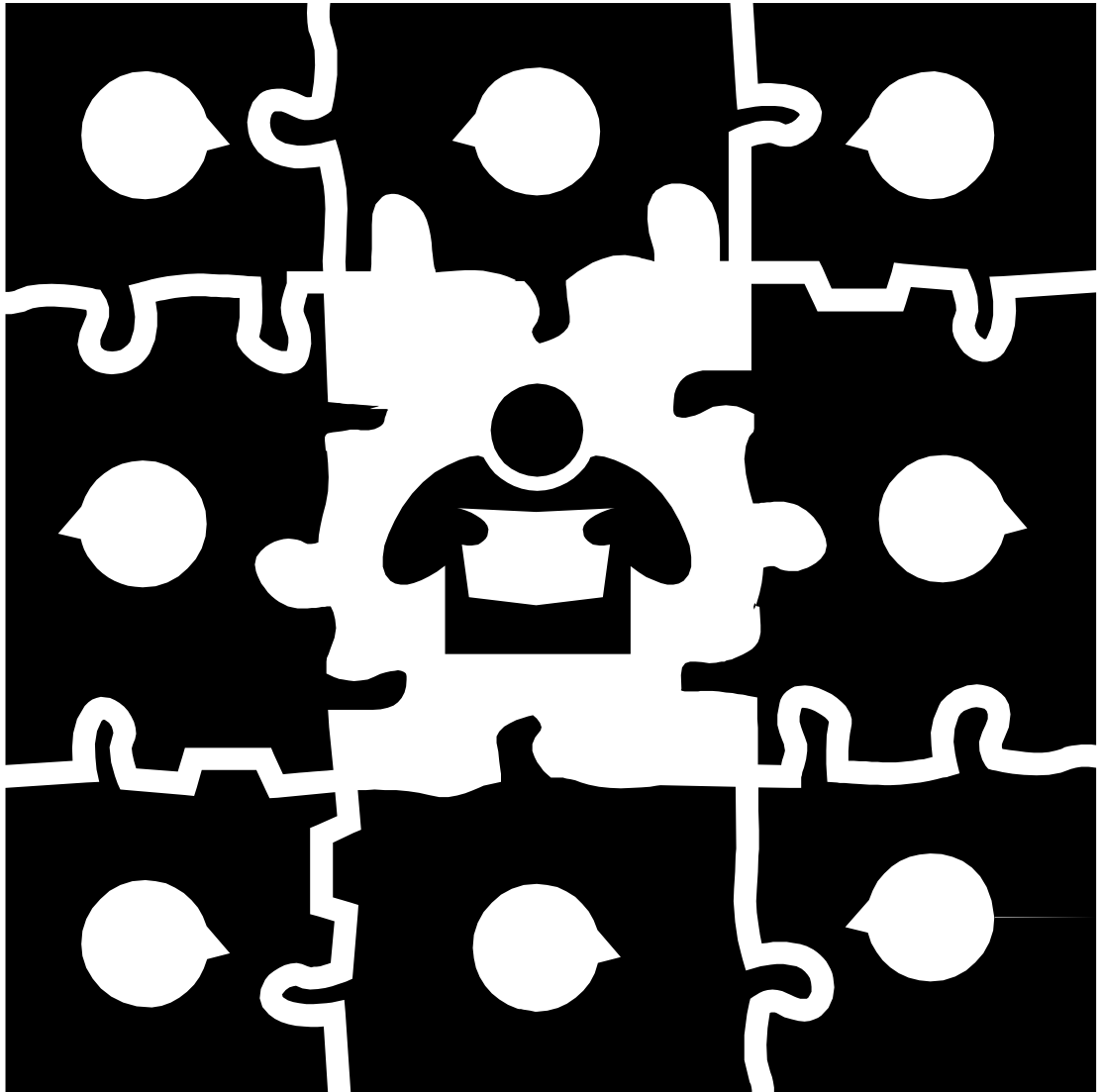


A guide for administrators

Supporting
The Group Treasurer
- a guide to the role





Supporting the Group Treasurer – A Guide to the Role

An Australian Scout Publication

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

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

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

It contains the up to date Rules of Scouts Australia.

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

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 DUTY STATEMENT

- Operate and maintain accounts of Group Committee (including Sub-Committees) including receipt of money, issuing receipts, banking, presenting accounts for payment to Group Committee meetings. Ensure accounts also include the name "*Scouts Australia*" - and require two signatories to operate all accounts.
- Arrange annual audit of all accounts of Group, i.e. Group Committee, Group Council, Sections, Sixes, Patrols, Units, etc., and presentation of statements of each account in the required format through Group Leader to Branch Headquarters.
- Ensure that all accounts are operated as per rules, i.e. must have at least two signatures. BHQ Accounts Book can be used for accounts as these are set up to provide details for the annual audit. There is one for the Group Committee and one for each Section.
- Oversee the operation of Section accounts only insofar as the way in which the books and accounts are being maintained, arrange assistance if desired/required.

Note: Group Committee and Treasurer have no authority over the actual expenditure of Section funds.

- Ensure that the budget produced includes input from Group Committee and Group Council.

- Review bank account signatories annually and change as necessary.
- Arrange collection of Group levies (fees), reporting position monthly to Chairman and Group Leader.

N.B. *As a rule numbers only should be discussed at Group Committee meetings. Any families experiencing problems paying the levy should be referred to the Group Leader and Chairman and not openly discussed at meetings. There may be some families who have extreme financial problems and Scouting must recognise this and do what it can to assist genuine cases including, if necessary, the waiving of fees.*

How did you become the Group Treasurer?

In constitutional terms you were nominated and seconded before being elected by the Group Committee. No doubt before this there was some discussion with you and even some mild persuasion. You may even be reading this booklet because you have nearly been persuaded and want to find out a little more. Further details about the Scout Movement are available in *Introducing Scouting* or from the website www.scouts.com.au

What are you Treasurer of?

You are Treasurer of the Group Committee. The Group Committee exists to support Scouting locally. The Group Committee usually meets monthly, with an Annual General Meeting being held as soon as practical after the end of the Scouting year which finishes on the 31st March.

The Annual General Meeting receives annual reports and sets up the Group Executive Committee.

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

How does the Scout Group work?

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

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

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. This is an important job and one which clearly needs sound financial support.

Why do we need a Group Executive Committee?

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

- the maintenance of Group property
- the raising of funds and the administration of the Group finance
- Group public occasions
- assisting in the recruitment of Leaders and other adult support
- appointing any Sub-Committees that may be required.
- appointing Group Administrators and advisers other than those who are elected.

Who are members of the Group Committee?

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

Ex officio members:

- The Group Leader
- The Group Chairman
- The Assistant Group Leader
- The Group Secretary
- The Group Treasurer

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

Nominated Members

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

Elected Members

- Members elected by the Group Committee.

Co-opted Members

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

That sounds like quite a good team to help you. But remember they will be looking to you for sound financial support.

EXPECTATIONS OF GROUP COMMITTEE MEMBERS

It is expected that members of the Group Committee will:

1. Attend meetings regularly and when this is impossible, send an apology and strive to catch up on what I have missed.
2. Seek to understand the job assignment of the Committee, interpret it to others, and work to complete it in the allotted time, and to the best of my ability.
3. Participate in the deliberations with preparedness, objectivity and humility. Allow other members to make their point, not talk over or across and avoid private discussions.
4. Share the time of discussion with other members and stick to the topic.

5. Assume responsibility for some of the work assignments of the Committee.
6. Listen and seek to understand and utilize the ideas of others.
7. Help in the making of Committee decisions and support those made by the Group.
8. Evaluate my contribution to the Committee and encourage the Committee as a whole to evaluate its own work.

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

THE GROUP COMMITTEE CHECKLIST

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

- Has the Committee a copy of Policy and Rules and the relevant Branch Group Committee Rules or By-Laws?
- Are they aware that the important job of the Committee is to assist the Group Leader?
- Has the Group Committee contributed its part to the current Group Plan?
- Has the Group Committee set its own performance targets for the current year?
- Does the Committee send a letter of welcome to the parents of new members?
- Is the letter of welcome followed up with a personal visit or induction session?
- Has the Committee prepared a budget for anticipated expenditure based on Group Council priorities?

- Has the Treasurer been authorized to make prompt payment of regular expenses?
- Has the Group a development program to ensure growth or maintenance of members?
- Has all the necessary training equipment been provided?
- Has the Group Committee a Quartermaster?
- Have all Group/Section accounts two signatories and are they in the name of Scouts Australia?
- Does the Committee take a full and active part in Group activities?
- Is the Group HQ and other property in the name of Scouts Australia?
- Is the Group HQ and equipment insurance realistic, considering present day values?
- Is the Group's HQ in good condition, well maintained, clean and tidy inside and out?
- Are neighbours, Council and local community generally proud to have the Group in their midst?
- Do we have adequate Group social activities?
- Are our public relations such that the community is aware of the Group, and does it enable the Group to take a leading part in the community?
- Has the Group a Public Relations Officer?
- Do we help in finding Leaders?

- Do we make enough use of Sub-Committees?
- Does the Group Committee prevent internal upsets by promoting good relationships within the Group?
- Has the Committee (with Section Leader approval) visited a Section?
- Can the Committee give the lead with enthusiasm and optimism?

WHO CAN HELP YOU GET STARTED?

The Group Chairman – A good place to start, after all one of their key responsibilities is to lead the team who provide the administrative and financial support for the Group.

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

You need to understand:

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

You should understand:

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

The Group Chairman needs to understand:

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

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

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

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

Your predecessor – the retiring Treasurer

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

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

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

The District Treasurer

One of the main responsibilities of the District Executive Committee is to supervise the administration of Groups, particularly in relation to finance. The District specialist in finance is the District Treasurer, so this is very much someone with an interest in helping you to fulfil your role.

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

The District Treasurer will also be in a position to introduce you to other Group Treasurers in the District.

An experienced Group Treasurer from another nearby Group.

Having someone to talk to who:

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

If such a person is nearby, either physically or on the phone, and someone to whom you easily relate, you have a wonderful support.

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

The bank

It is useful to check regularly with the bank to ensure that the Group's accounts are the ones which best fit the needs of the Group.

YOUR KEY COLLEAGUES

The Group Chairman

The Group Chairman is nominated to:

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

The Group Secretary

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

- provide sound administrative support to the Group.
- make information received available to members of the Group

- keep in contact with the District Secretary
- keep such records as the Group Leader and Group Chairman require.

The Group Leader

Whilst the Group Treasurer will principally work with those who support the Scout Group, there will be situations when you will need to work directly with the Leaders. This will particularly stem from your role in ensuring that funds allotted to Sections are properly accounted for and that monies do not accumulate in such accounts.

It is important that in doing so you are aware of the Group Leader's priorities and preferred working methods. You should also keep him/her well informed of your dealings with the Sections.

Working relationships

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

A meeting with each, soon after you become Group Treasurer, or whenever there is a change of holder of one of these key roles, is a sound start. It will give you the opportunity to:

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

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

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

The Auditor

(Not a member of the Group Committee, but appointed at the Group's annual general meeting)

- The auditor may examine the Group Committee books of account and vouchers at any time and shall do so when called upon by the District

Association, Group Leader, Chairman of the Group Committee or the Group Committee.

- The auditor shall report upon the examination of the balance sheet and the financial statements to the annual meeting or upon the examination of the books of accounts and vouchers to any meeting called especially in consequence of any requested investigation of accounts.

KEY ELEMENTS OF THE ROLE

Based on the Duty Statement, the key elements of the Group Treasurer's role are to:

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

It is now time to explore each in more detail.

The information which follows is not intended to be a technical guide to the role of Group Treasurer. It is intended to provide an overview of the issues so that you are not caught unaware and so that you can ask the right questions.

COMPLIANCE

Comply with the Rules of Scouts Australia and the laws of the land relating to finance.

This element is placed first as it impacts on the way that the whole role is undertaken.

Rules of Scouts Australia

The Rules of Scouts Australia are based on a great deal of experience and are designed to ensure that Scouting remains on a sound footing.

The Rules are, in places, complex and you should not be afraid to ask for interpretation. Do not however think that you know better and 'do your own thing'. It may well be illegal.

It is essential to ensure that you are referring to an up-to-date copy of the Rules. These are available on the website www.scouts.com.au

Scrutiny, independent examination or audit of accounts

It is no longer sufficient to rely on a friend or someone from work looking over your accounts. There are specific requirements based on levels of turnover which in some cases actually specify the qualifications required.

Do ask, you may find that there is someone in the Group who is qualified to carry out this task. Remember that they will need to be sufficiently independent, therefore it would not be sensible to use a member of Group Committee.

ANNUAL BUDGET

Produce an annual budget following consultation with the Group Committee and monitor the Group's income and expenditure against the approved budget.

Acting as Treasurer is all too often seen as a reactive role, taking in money when it is raised and paying it out when bills arrive. This may work for a while but sooner or later the bill will arrive before the funds.

All the Sections of the Group will have active programs and ideas, many of which will cost money. The Executive Committee should also have ideas to raise money. A budget will map out everyone's plans and ensure that funds balance with plans. It will ensure that you are not faced with the embarrassment of having to

say that there are not enough funds to pay a bill.

Typical sources of income will be:

- Annual membership subscription
- Weekly/Monthly subs within the Sections
- Fundraising
- Grants
- Donations
- Sponsorship
- Interest on investments.

Typical expenses will be:

- Annual membership subscription
- Activity expenses for the Sections
- Subsidy of major events by Sections
- Expenses to Leaders and supporters
- Adult training fees
- Insurance
- Purchase of equipment
- Costs of meeting place(s)
- Rent
- Gas and electricity
- Water
- Repairs
- Cleaning.

Remember to include when income is likely to be received and when outgoings are likely to occur. It is not good to have a budget which balances out by the end of the year if you have been in the red for much of the year.

The annual budget should be approved by the Group Committee.

It is important to accept that it is the Group Council that decides both the program for the young people and the need for equipment. The role of the Group Committee is to resource the needs. If the needs are beyond the resources available, it must be the Group Council meeting and not the Group Committee which decides the program and equipment priorities.

ACCOUNTABILITY

Receive and account for all monies in the Group (including from Sections), paying out only as authorised by the Group Committee.

Keeping the accounts

The key message is to do this in a planned and methodical way. It is very much a case of starting the year off in a way which will make it easy to finish. It is not practical to change part way through.

Accounts from previous periods will give you a guide to typical headings for income and expenditure. Use a good analytical account book, allowing some spare space for new headings. Don't be tempted to make do with something which is unsuitable.

Keep the accounts up to date. Wherever possible make entries at the time and certainly within 24 hours. The longer you leave it the more likely it is that you will forget something.

Banking

The Group will have a bank account, as it is not appropriate for Group money to be held in the private bank accounts of individuals.

You are likely to need a current account and some form of investment account for money not immediately required. Do not be tempted to have more bank accounts than you need as this will only make your job more complicated.

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

It is usual that the other people authorized by the Group Executive Committee to operate the bank account/s include the Group Chairman and Secretary and the Group Leader.

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

It is good practice to arrange for monthly statements. These should be checked against

the account book so that any error is spotted quickly.

Receiving money

All monies received should be paid into the Group's bank account on receipt. The only exception being when an immediate payment is required to be made in cash.

You will need to hold cash briefly and so a good, solid, cash box will ensure that there is no risk of Group and personal money becoming mixed up.

Always issue a receipt from a duplicate receipt book, numbering the receipt. Your copy will act as a point of reference should you or others need to raise a query. Include sufficient details on the receipt or accompanying documents so that the end of year checks can be made easily. Include the receipt number against the account book entry.

Making payments

You may only make payments authorized by the Group Committee.

Payments will usually be made by cheque against a supporting document. This may be a bill, receipt or letter. Discourage cash payments as payments through the bank account are a great deal easier to track. If you need to make a cash payment you will need a signed receipt.

Again it is good practice to number each payment document and enter the number against the entry in the account book. Keep all the documents in order; batching them by month can be useful. Remember that at the end of the year the auditor is going to go through all the paperwork.

FLOATS

Ensure that floats and accounts held by others are properly accounted for.

Floats held by others will inevitably make your job more complicated. They will, however, be inevitable unless you are going to be available every day to receive and pay out money.

Each float holder is responsible for keeping proper records which must be produced at the

request of the Group Treasurer. They should be inspected at least once during each three month period.

The Section Leaders will operate their own accounts, but these accounts are part of the Group's responsibility and will be audited at the end of the Scout year. The Leaders need to keep their own books and proper receipts etc. Any excess money should be kept in the Group Account.

INVESTMENTS

Ensure that accumulated funds are invested wisely.

Funds not immediately required must be transferred into a suitable investment account held in the name of the Group. This is only sensible so that Scouting benefits from any interest which can be earned.

If the sums involved are large or the investment period is likely to be long you should take advice. Many Areas can help in this respect and Branch Headquarters run approved schemes.

INVENTORIES AND INSURANCE

Ensure that proper inventories and insurance of Group property and equipment are maintained.

An inventory is the basis of proper insurance. It sets out what is to be insured and can be used to determine the value of each item.

Any inventory will become out of date with the passage of time. Like financial accounts, it is good practice to update the inventory at the time of every change.

In the case of equipment, it makes good sense to include where each item is kept and, if not in the Group stores, who is responsible for its safe keeping.

If the Group has appointed a Quartermaster the role of the Treasurer will be easier, provided there is good liaison between the two.

Insurance

Insurance can be a complicated topic and it is important to use up to date information and not

to make assumptions. Insurance is organized through your Branch Headquarters (see your Branch Rules).

(i) Personal Accident and Medical Expenses Policy

Please see your Branch Rules or speak to your Group Leader.

(ii) Scouts Australia Legal Liability Policy

Again this varies from state to state so please check your Branch Rules or speak to your Group Leader.

Insuring Group assets

Besides any money in the bank, the Group is likely to have other assets. These may include:

- property
- equipment
- contents and fabric of rented meeting places.

It is the Group Treasurer's responsibility (in conjunction with the Group Leader) to ensure that proper inventories are maintained and insurance arranged.

Insurance should expressly cover equipment when it is:

- in use
- in transit
- in storage.

Take care to ensure that 'in storage' covers where the item is actually kept, especially if it is not in the Group stores.

COMMUNICATION

Keep in touch with the District Treasurer.

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

OTHER TOPICS

MEMBERSHIP OF SCOUTS AUSTRALIA

Members

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

- *Youth Members:* Young people for whom the youth program is provided (boys and girls, young men and young women) within the age ranges defined for each Section.
- *Adult Members:* Persons appointed to a special leadership or non-uniformed role in the education of young people or in the management of the Association at Group, District, Branch or National level.
- *Life Members/Honorary Members:* Adults appointed in accordance with the rules and procedures of the Association and its Branches in recognition of long and distinguished service to Scouting.
- *Scout Fellowship Members:* Adults affiliated with a Fellowship attached to a formation of the Association.

Associate members

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

- Parents.
- Supporters who give material, fundraising and other support.
- Distinguished citizens whose patronage, encouragement and support are welcomed.
- Sponsors of Scout Groups.
- Associate Venturer Scouts.
- Participants in school or community based Scout programs.

Fundraising

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

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

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

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

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

Sponsorship

Before making any approach to any potential sponsor, the Group Leader and District Commissioner must be consulted.

The Annual General Meeting (AGM)

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

The meeting is held to:

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

The Group Treasurer clearly has a part of play and will need to be well prepared. The accounts for the year should be agreed by the Executive Committee before the AGM.

Having copies of the accounts available for people to look at will mean that it is not necessary to spend a great deal of time presenting the detail. Do, however, be prepared to answer questions. Some people see it as their duty to ask the Treasurer a question.

You should also remember that if your are to continue in the role of Group Treasurer the meeting will have to re-elect you.

OTHER SOURCES OF HELP

People

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

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

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

Publications

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

UNDERSTANDING SCOUTING LANGUAGE

Abbreviations, terms and jargon

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

Group	The local unit of Scouting that will consist of one or more Sections and be led by a Group Leader
Mob	A Joey Scout Section
Pack	A Cub Scout Section that will be divided into Groups called Sixes , each led by a Sixer and Second
Troop	A Scout Section which will be made up of a number of Patrols , each led by a Patrol

Leader and Assistant Patrol Leader

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

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

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

JSL Joey Scout Leader
AJSL Assistant Joey Scout Leader

CSL Cub Scout Leader
ACSL Assistant Cub Scout Leader

SL Scout Leader
ASL Assistant Scout Leader

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

VSL Venturer Scout Leader
AVSL Assistant Venturer Scout Leader

RA Rover Adviser

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

Some adults working on Committees may wish to become adult members of the Movement. This option can be offered and the usual sign

up process must occur. These members may choose to wear uniform. They must have a duty statement.

Besides the Leaders, the Group will have a team of other adults who provide support chiefly with administration and fundraising.

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

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

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

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

The Scout Group Structure

