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| Create and look after relationships with other organisations that can help Scouts grow locally. | Develop and maintain a risk register, including putting in place appropriate mitigations. |
| Ensure finances are properly managed, including development and maintenance of appropriate budgets. | Create a positive image of Scouts in the local community. For example, through local media. |
| Plan and run fundraising events when they’re needed. | Maintain and manage a reserves policy, investment policy and public benefit statement. |
| Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained. | Help with finance admin to keep an eye on income and spend, if asked to by the Trustee Board. This could include bookkeeping, paying expenses/invoices, and tracking income/expenditure against the budget. |

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| Set up and look after email, web, social media, and web meeting systems. | Ensure that effective administration is in place to support the work of the Trustee Board. |
| Prepare and approve an Annual Report and Statement of Accounts. | Pay invoices and volunteer expenses. |
| Maintain any equipment, property and vehicles. | Buy flowers for a retiring volunteer. |
| Arrange for an asbestos survey of the building. | Maintain collective responsibility regarding appropriate business. |
| Take responsibility for adherence to data protection legislation. | Where staff are employed, act as a responsible employer in accordance with legislation and Scouts values. |

#### Cards sorted into governance and support tasks

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| Governance tasks | Support tasks |
| Develop and maintain a risk register, including putting in place appropriate mitigations. | Create and look after relationships with other organisations that can help Scouts grow locally. |
| Ensure finances are properly managed, including development and maintenance of appropriate budgets. | Create a positive image of Scouts in the local community. For example, through local media. |
| Maintain and manage a reserves policy, investment policy and public benefit statement. | Help with finance admin to keep an eye on income and spend, if asked to by the Trustee Board. This could include bookkeeping, paying expenses/invoices, and tracking income/expenditure against the budget. |
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| Prepare and approve an Annual Report and Statement of Accounts. | Pay invoices and volunteer expenses. |
| Maintain collective responsibility regarding appropriate business. | Maintain any equipment, property and vehicles. |
| Take responsibility for adherence to data protection legislation. | Buy flowers for a retiring volunteer. |
| Where staff are employed, act as a responsible employer in accordance with legislation and Scouts values. | Arrange for an asbestos survey of the building. |
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