

Trustee Board

Purpose

The Trustee Board is a team of volunteers who work together to make sure Scouts is run safely and legally.

Together, Trustees make sure the charity is well managed, risks are assessed and mitigated, buildings and equipment are in good working order, and everyone follows legal requirements and Policy, Organisation and Rules (POR). Their support helps other volunteers run a fantastic programme that gives young people skills for life (and experiences they'll remember forever).

Who's in the team

- Chair
- Treasurer
- Ex officio Trustees
- Nominated Trustees
- Elected Trustees
- Co-opted Trustees
- Secretary (if appointed as a Trustee)

Tasks for the whole team

All Trustees are equally responsible, but they might decide to split the tasks between them.

Trustees work together to make sure Groups, Districts, and Counties:

Manage money well

- Have enough money for now and in the future. This means having a reserves policy and making sure fundraising takes place, if it's needed.
- Have a budget in place. Trustees then agree how to manage the budget with other volunteer teams.

Follow Scouts policies and relevant legislation

- Follow POR, [key policies](#) (including [safety](#) and [safeguarding](#)), and charity regulations.
- Follow employment law, if staff are employed.

- [Create Trustees Annual Report and Statement of Accounts](#), and get it [checked by an appropriate person](#). If they're a registered charity, they'll need to share it with the charity regulator.
- Hold an Annual General Meeting (AGM).

Look after buildings, insurance and property

- Look after records of ownership of property and equipment.
- Have the right insurance for people, buildings, and equipment.
- Make sure buildings and equipment are working well.

Manage risks

- Carry out regular risk assessments and put the right risk mitigations in place.

Help the charity to operate well, today and in the future

- Work with Lead Volunteers to meet their charity aims.
- Champion [Our Volunteering Culture](#), and make sure volunteers are aware of it, reflect on it, commit to it, and apply it in their teams.

In carrying out the above, Trustees also:

- Keep a record of Trustee Board meetings, and complete any actions that are agreed.
- Recruit new Trustees.
- Co-opt Trustees onto the Board if they need people with particular skills or knowledge.
- Get expert advice, if needed. This could be on health and safety, managing money, buildings, equipment, or employees.
- Network with other Scouts Trustees to share knowledge and experience.
- Create sub-teams for specific activities, such as finances, if needed.

Allocated tasks

Chair

- Lead the Trustee Board.
- Plan when Trustee Board meetings should take place, and decide what to talk about at each meeting.
- Lead Trustee Board meetings and the Annual General Meeting (AGM).
- Liaise with Lead Volunteers.
- Lead recruitment for new Trustees.

- Support other Trustees by organising inductions, checking in to see how they're getting on, and carrying out annual reviews.

Treasurer

- Look after finances, such as making sure all membership fees are collected and all payments are made.
- Share details about income and spend with other Trustees.
- Make sure [Gift Aid](#) is being claimed.
- Make sure proper accounts are kept and draw up policies on finance and investment.

What is means to be a Trustee and where to get support

Trustees are part of an important team. You can find out more about the legal aspects of being a Trustee, whether you're in [England and Wales](#), [Scotland](#), or [Northern Ireland](#). It's also covered in the [Trustee Introduction module](#).

You can visit the Scouts webpage to find out more information about [being a Trustee](#), join the [Manager and Trustees in Scouting Facebook Page](#), or talk to other local trustees to get support.

Each Group, District and County is a separate charity, whether or not the Group, District and County is registered with a charity regulator.

Group Teams: Section Team

Purpose

The Section Team plans, delivers, and runs high-quality programmes safely. They make sure all young people can take part in the programme and gain skills for life. They also help young people work towards their Top Awards.

With a brilliant programme, each young person can make a positive impact in society as they step up, speak up, and find their place in the world.

Who's in the team

- Section Team Leaders
- Section Team Members
- [Young Leaders](#)

Tasks for the whole team

Plan and deliver a great programme:

- Work with young people to plan and deliver a great programme, including nights away and adventurous activities, to help them achieve their Top Awards.
- Find ways to continue to improve the programme.
- Make good use of stakeholders in their community, including other Scout volunteers.

Make sure there's a great culture for volunteers and members:

- Create a welcoming and accessible environment for volunteers, and create leadership opportunities for Young Leaders
- Check volunteers behave positively and in line with [Our Volunteering Culture](#).
- Mentor volunteers in the team and help them develop, including Young Leaders.

Create a safe environment:

- Check the programme can run safely.
- Make sure [adult:child ratios](#) are always maintained and there's a [volunteer-in-charge](#) for each session.
- Create and review risk assessments.

- Check there are first aid kits or supplies for all activities.
- Report and review [safety](#) and [safeguarding incidents](#) in the right way.

Allocated tasks

Make sure admin is done correctly

- Get contact and medical details, and demographic data for new members joining the Section.
- Keep all records up to date, including badges, attendance register, contact details and the programme (as needed).

Communicate with others

- Regularly chat with young people and parents/carers about the programme.
- Keep social media channels up to date with the Section's activities (in line with the privacy policy).
- Help young people move between Sections.

Look after finances

- Give the Group Trustee Board the information they need to set the budget.
- Help with collecting membership fees and other payments, when required.

Group Leadership Team

Purpose

The Group Leadership Team helps volunteers across all Sections to work well together and feel motivated. They make sure the Group is respected and supported in their local community.

Who's in the team

- Group Lead Volunteers
- Team Leaders of each Section Team
- Other volunteers in the team are called Leadership Team Members

Tasks for the whole team

Support the Group's Sections

Make sure:

- The views and ideas of young people shape decisions in the Group and its Sections.
- Section Teams help young people feel welcome and included, and make changes (when necessary) so activities are accessible for everyone.
- The demographics of young people and adults represent their local area.

Develop our volunteers

- Work with volunteers to share skills between Sections.
- Make sure volunteers in the Group's teams fulfil their safety and safeguarding responsibilities, including keeping up-to-date with changes.

Allocated tasks

Support the Group's Sections

- Make sure the Group Leadership Team runs smoothly.
- Work with the District 14-24 Team to make sure there are Young Leaders in all the Group's Section Teams.
- Help Section Teams work well, using tools to measure quality where needed.

Develop our volunteers

- Champion [Our Volunteering Culture](#), so Team Members are aware of it, reflect on it, commit to it, and apply it.
- Support all volunteers to grow and gain the skills they need (or would like).
- Make sure all teams in the Group follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts.
- Make sure volunteers are doing what's expected of them, including getting learning done and having disclosure checks.

Engage with the community

- Create and look after relationships outside Scouts to help deliver the programme and recruit adults and young people. This could include local community leaders, other youth groups, volunteer recruitment agencies, and local media and social media outlets.

Open new provision

- Work with District Teams to open new Sections.

Manage incidents

- Make sure all incidents are reported in the right way.
- Handle Subject Access Requests and personal data breaches.
- Look after complaints informally (as described in the [Complaints Policy](#)) to stop them escalating (where possible).
- Work with other volunteers to respond to [safety](#), [safeguarding](#), and [data](#) incidents, and [complaints](#) (where needed).

Support effective processes

Oversee:

- The payment of invoices and volunteer expenses.
- Enquiries from new volunteers and new members, waiting lists, and the movement of young people between Sections.
- Equipment owned by the Group.
- Meeting places (whether they're rented, leased, or owned).
- Supplies of uniform, including badges and clothing.
- First aid kits and accident forms for all Sections and meeting places.
- Membership system records for volunteers and young people, making sure they're correct and up to date.
- Group social media platforms.
- Group website and emails.
- If there are staff in the Group, make sure they're properly managed and recognised.

District Leadership Team

Purpose

The District Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure the teams in their District are organised, have enough volunteers, and can deliver a great programme.

Who's in the team

- District Lead Volunteers
- District Youth Leads
- Programme Team Leaders
- Volunteering Development Team Leaders
- Support Team Leaders
- Other volunteers in the team are called Leadership Team Members.

There are also additional volunteers who are also members of the District Leadership Team. They will have different permissions on the membership system.

- Lead Volunteers of each Scout Group
- 14–24 Team Leaders

Tasks for the whole team

Make sure teams across the District:

- Work well on their own (and together).
- Are inclusive and reflect the demographics of their local area.
- Have the resources, skills and enthusiasm to deliver the Scouts strategy.

Make sure:

- Volunteers in the District's teams fulfil their safety and safeguarding responsibilities, including keeping up to date with changes, and being aware of safeguarding concerns in the District.
- Volunteers are aware of [Our Volunteering Culture](#), reflect on it, commit to it, and apply it in their teams.

Allocated tasks

- Help with recruitment to make sure there are always Trustee Chairs, Team Leaders and Group Lead Volunteers in the District.
- Support the District Youth Lead to work with teams across the District and its Groups so they can be shaped by young people.

Other responsibilities

Make sure [safeguarding](#), [safety](#) and [data](#) incidents and [complaints](#) are managed well. The Lead Volunteer will be responsible for responding to these, or for [appointing someone else](#) in the District to do this.

14-24 Team

Purpose

The 14–24 Team helps all volunteers in Explorer (including Young Leaders) and Network Sections. They help Section teams plan and deliver great programmes for young people.

Who's in the team

- 14–24 Team Leaders
- 14–24 Team Members
- Section Team Leaders of each section for 14–24-year-olds (Explorer Scouts, including Young Leaders, and Scout Network Sections)

Tasks for the whole team

Support Explorer Units, Young Leaders, and Network by making sure:

- The views and ideas of young people shape decisions in the 14–24 Team and its Sections.
- Section Teams help young people feel welcome and included. They make changes (when needed) so activities are accessible for everyone.
- The demographics of young people and adults reflect their local area.
- To meet the needs of 14–24 year olds through the Explorer or Network programme, and creating opportunities to volunteer as a Young Leader.

Develop our volunteers

- Work with volunteers to share skills between Section Teams.

Allocated tasks

Support the 14–24 Sections

- Make sure the Sections run smoothly.
- Work with Group and Section Teams to check there are Young Leaders in all Squirrel, Beaver, Cub, and Scout Section Teams.
- Make sure all [safety](#) and [safeguarding incidents](#) are reported in the right way.
- Look after first aid kits and accident forms for the Sections and their meeting places.
- Look after membership system records for volunteers and young people.
- Look after enquiries for joining and moving between Sections.

Section Team

This team description is for Section Teams in Districts, and Counties that do not have Districts.

Purpose

The Section Team (this includes Explorer, Young Leader and Network Sections) plans, delivers, and runs high quality programmes safely. They make sure all young people can take part in the programme, gain skills for life, and work towards their Top Awards.

With a brilliant programme, each young person can make a positive impact in society as they step up, speak up, and find their place in the world.

Who's in the team

- Section Team Leaders
- Section Team Members

Tasks for the whole team

Plan and deliver a great programme

- Work with young people to plan and deliver a great programme, including nights away and adventurous activities, to help them achieve their Top Awards.
- Find ways to continue to improve the programme.
- Make good use of stakeholders in their community, including other local Scout Groups.

Make sure there's a great culture for volunteers and members

- Create a welcoming and accessible environment for everyone.
- Check everyone behaves positively and in line with [Our Volunteering Culture](#).
- Help volunteers develop, including Young Leaders.

Create a safe environment

- Check the programme can run safely.
- Make sure the team maintains [adult:child ratios](#) and there's a [volunteer-in-charge](#) for each meeting.
- Create and review risk assessments.

- Check there are first aid kits or supplies for all activities.
- Report and review [safety](#) and [safeguarding](#) incidents in the right way.

Allocated tasks

Make sure admin is done correctly

- Get contact and medical details, and demographic data for new members joining the Section.
- Keep all records up to date, including badges, attendance register, contact details and the programme (as needed).

Communicate with others

- Regularly chat with young people and parents/carers about the programme.
- Keep social media channels up to date with the section's activities (in line with the privacy policy).
- Help young people move between Sections.

Look after finances

- Give the Trustee Board the information they need to set the budget.
- Help with collecting membership fees and other payments, when required.

Programme Team

Purpose

The District Programme Team helps every section in the District run a safe, enjoyable and high-quality programme. To help do this, they bring Section Team volunteers together with activity experts.

Who's in the team

- Programme Team Leaders
- Programme Team Members
- Team Leaders of any [sub-teams](#) of the District Programme Team - eg. Climbing Sub-Team

Programme Team Members don't need to support a specific Section. Constructing the team in a more flexible way will attract more volunteers, make the most of people's skills and help make sure there are enough people in the team.

Tasks for the whole team

- Help Sections across the District work together.

Allocated tasks

Help Section Teams run high-quality programmes

- Help volunteers with any programme changes, such as new badges and activities, to help young people achieve Top Awards.
- Encourage international trips and activities.
- Support volunteers to include [nights away](#) in their Section's programme.
- Help volunteers gain their [Nights Away Permits](#).
- Organise events for the District when Section Teams decide they're needed.
- Keep an eye out for any learning that'll help Section Teams deliver a fantastic programme. The Volunteering Development Team can then give volunteers opportunities to develop and learn new skills.

Facilitate programme networking opportunities

- Encourage Section Teams to share good practice across the District by creating opportunities to network.

Help Section Teams access expert advice and support

Make sure:

- There are skilled people to support Sections' programmes (in areas that volunteers may not be experts in themselves).
- Sections can access adventurous activities, either through permit holders or external providers.

Approve activities and permits (when delegated by the Lead Volunteer)

- [Visits Abroad](#)
- [Adventurous Activity Permits](#)
- [Nights Away Permits](#)

Support Team

Purpose

The District Support Team gives tools and resources to help Scouts run smoothly.

Who's in the team

- Support Team Leaders
- Support Team Members
- Team Leaders of any [sub-teams](#) of the District Support Team – For example, Campsite Service Sub-Team

Allocated tasks

Support Scouts locally by engaging with the community

- Create and look after relationships with other organisations that can help Scouts grow locally.
- Create a positive image of Scouts in the local community. For example, through local media.
- Plan and run fundraising events when they're needed.

Open new provision

- Work with Groups and other District teams to open, close, or merge Sections (depending on local demand).

Support effective processes

- Carry out finance administration. This could include paying expenses/invoices, and tracking income/expenditure against the budget.
- Set up and look after email, web, social media, and web meeting systems for the District (and, if appropriate, for Groups and Units).
- If there are staff, make sure they're properly managed and well recognised.
- Look after joining enquiries across the District.

Look after property and equipment

- Check bookings and maintenance for any District-owned property and equipment (including 14-24 Sections).
- Oversee meeting places for 14-24 Sections (whether they're rented, leased, or owned).

Volunteering Development Team

Purpose

The District Volunteering Development Team makes sure all volunteers in their District have a positive and enjoyable volunteering experience. They make it easy for people to join and learn new skills.

Who's in the team

- Volunteering Development Team Leaders
- Volunteering Development Team Members
- Team Leaders of any [sub-teams](#) of the District Volunteering Development Team - eg. Awards and Recognition Sub-Team

Tasks for the whole team

Make sure all District teams follow and reflect on [Our Volunteering Culture](#).

Allocated tasks

Attract and welcome new volunteers to District and Group teams

- Use Scouts branded resources to attract new volunteers.
- Reply quickly and positively to possible new volunteers.
- Make sure volunteers are welcomed easily and smoothly.
- Hold inductions with Group Lead Volunteers and other Group and District Leadership Team Members.

Make sure volunteers are well supported

- Help and encourage Team Leaders (including Group Lead Volunteers) to have regular reviews with volunteers in their teams.
- Make sure all District teams (including Group Lead Volunteers) follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts.

Help volunteers with learning

- Help volunteers and Young Leaders find and engage in opportunities for learning and development.
- Coordinate Scouts learning that needs to be delivered by an [accredited trainer](#) – including coordinating and supporting the trainers.

- Use the learning delivery materials developed by Scouts (e.g. training sessions, workshops, activities, etc.), and make changes (when necessary) so activities are accessible for everyone.
- Help volunteers connect across the District and beyond to learn, share best practices and overcome shared challenges.
- Set up learning opportunities with external organisations (if relevant and helpful).
- Make sure volunteers can be recognised for prior learning and experience, and have it credited in their records.
- Learn from people in other Volunteering Development Teams.

Recognise volunteers

- Recognise and appreciate volunteers for their brilliant work, formally and informally.

County Leadership Team

Purpose

The County Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure their County teams are organised, have enough volunteers, and can deliver a great programme.

Who's in the team

- County Lead Volunteers
- County Youth Leads
- Programme Team Leaders
- Volunteering Development Team Leaders
- Support Team Leaders
- Other volunteers in the team are called Leadership Team Members.

There are also additional volunteers who are also members of the County Leadership Team. They will have different permissions on the membership system.

- Lead Volunteers of each District

Tasks for the whole team

Make sure teams across the County:

- Work well on their own (and together).
- Are inclusive and reflect the demographics of their local area.
- Have the resources, skills and enthusiasm to deliver the Scouts strategy

Make sure:

- Volunteers in the County's teams have the skills and experience to fulfil their safety and safeguarding responsibilities, including by keeping up to date with changes, and being aware of safety and safeguarding concerns in the County.
- Volunteers are aware of [Our Volunteering Culture](#), reflect on it, commit to it, and apply it in their teams.

Allocated tasks

- Help with recruitment for the County Trustee Chair, County Team Leaders, County Youth Lead and District Lead Volunteer roles.
- The County Youth Lead works with teams across the County to make sure they're shaped by young people.

Other responsibilities

Make sure [safeguarding](#), [safety](#) and [data](#) incidents and [complaints](#) are managed well. The Lead Volunteer will be responsible for responding to these, or for [appointing someone else](#) in the County to do this.

Programme Team

Purpose

The County Programme Team supports Section programmes when activities or events are best done at County scale. They help volunteers with their assessments for adventurous activity permits.

Who's in the team

- Programme Team Leaders
- Programme Team Members
- Team Leaders of any [sub-teams](#) of the County Programme Team - eg. Events Sub-Team

Allocated tasks

Set up events in the County

- Organise events for the County when District Programme and Section Teams decide they're needed.
- Set up networking and peer support for District Programme and Section Teams at County scale.
- Create the leadership team for County-wide international trips.
- Promote and support all sections with Top Awards, the [King's Scout Award](#) and [Duke of Edinburgh's Award](#) so District 14-24 Teams have the chance to create amazing experiences.

Help Sections within the County to improve their programmes

- Make sure volunteers across the County can do their assessments for activity permits easily.
- Help volunteers access the training to get the skills for an activity permit or to be an assessor.
- Make sure there are enough assessors to cover activities in the permit scheme for volunteers across the County.
- Check the County Programme Team meets the 'Minimum Standards' and 'Good Practice' areas in the '[Activity Permit Scheme - Self-Moderation](#).'

Approve County activities and permits (when delegated by the Lead Volunteer)

- [Visits abroad](#)
- [Adventurous Activity Permits](#)
- [Nights Away Permits](#)



Support Team

Purpose

The County Support Team gives tools and resources to help Scouts run smoothly in their County.

Who's in the team

- Support Team Leaders
- Support Team Members
- Team Leaders of any [sub-teams](#) of the County Support Team - eg. Community Engagement Sub-Team

Allocated tasks

Support Scouts locally by [engaging with the community](#)

- Create and look after relationships with other organisations that can help Scouts grow locally.
- Create a positive image of Scouts in the local community. For example, through local media.
- Plan and run fundraising events when they're needed.

Support effective processes

- Carry out finance administration. This could include paying expenses/invoices, and tracking income/expenditure against the budget.
- Set up and look after email, web, social media, and web meeting systems for the County (and, if appropriate, for Districts, Groups and Units).
- Help with other admin to support County teams.
- If there are staff, make sure they're properly managed and well recognised.

Look after property and equipment

- Check bookings and maintenance for any County-owned property and equipment.

Volunteering Development Team

Purpose

The County Volunteering Development Team makes sure all volunteers in County teams have a fantastic volunteering experience. By doing so, they'll make it easy for people to join and learn new skills.

Who's in the team

- Volunteering Development Team Leaders
- Volunteering Development Team Members
- Team Leaders of any [sub-teams](#) of the County Volunteering Development Team - eg. Awards and Recognition Sub-Team

Tasks for the whole team

Make sure all County Teams follow and reflect on [Our Volunteering Culture](#).

Allocated tasks

Attract and welcome new volunteers to County teams

- Use Scouts branded resources to attract new volunteers.
- Reply quickly and positively to possible new volunteers.
- Make sure new volunteers are welcomed easily and smoothly.
- Introduce new volunteers to District Lead Volunteers and members of County Teams.

Make sure volunteers are well-supported

- Help and encourage County Team Leaders to regularly check in with their Team Members to make sure they're enjoying volunteering.
- Make sure all County Teams (including District Lead Volunteers) follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts.

Help volunteers in County teams with learning

- Make sure volunteers across the County can access relevant Managers and Supporters training
- Help volunteers find and engage in opportunities for learning and development.
- Coordinate Scouts learning that needs to be delivered by an [accredited trainer](#) – including coordinating and supporting the trainers

- Use the learning delivery materials developed by Scouts (e.g. training sessions, workshops, activities, etc.), and make changes (when necessary) so activities are accessible for everyone.
- Help volunteers connect across the County and beyond to learn, share best practices and overcome shared challenges.
- Set up helpful learning opportunities with external organisations, if it's relevant and helpful for volunteers.
- Make sure volunteers can be recognised for prior learning and experience, and have it credited in their records.
- Learn from people in other Volunteering Development Teams.

Recognise volunteers

- [Recognise and show appreciation](#) for volunteers' brilliant work, formally and informally.

County Leadership Team

This team description is for Counties that do not have Districts.

Purpose

The County Leadership Team leads and inspires volunteers to give young people great experiences and skills for life. They make sure their County teams are organised, have enough volunteers, and can deliver a great programme.

Who's in the team

- County Lead Volunteers
- County Youth Leads
- 14-24 Team Leaders
- Programme Team Leaders
- Volunteering Development Team Leaders
- Support Team Leaders
- Other volunteers in the team are called Leadership Team Members.

There are also additional volunteers who are also members of the County Leadership Team (without Districts). They will have different permissions on the membership system.

- Lead Volunteers of each Scout Group

Tasks for the whole team

Make sure teams across the County:

- Work well on their own (and together).
- Are inclusive and reflect the demographics of their local area.
- Have the resources, skills and enthusiasm to deliver the Scouts strategy.

Make sure:

- Volunteers in the County's teams have the skills and experience to fulfil their safety and safeguarding responsibilities, including by keeping up to date with changes, and being aware of safety and safeguarding concerns in the County.
- Volunteers are aware of [Our Volunteering Culture](#), reflect on it, commit to it, and apply it in their teams.

Allocated tasks

- Help with recruitment for the Trustee Chairs, Team Leaders, Youth Leads, and Group Lead Volunteers in the County.
- The County Youth Lead works with teams across the County and its Groups to make sure they're shaped by young people.

Other responsibilities

Make sure [safeguarding](#), [safety](#) and [data](#) incidents and [complaints](#) are managed well. The Lead Volunteer will be responsible for responding to these, or for [appointing someone else](#) in the County to do this.

Programme Team

This team description is for Counties that do not have Districts.

Purpose

The County Programme Team helps every section in the County run a safe, enjoyable and high-quality programme. To help do this, they bring Section Team volunteers together with activity experts. They support Section programmes when activities or events are best done at County scale. And they help volunteers with their assessments for adventurous activity permits.

Who's in the team

- Programme Team Leaders
- Programme Team Members
- Team Leaders of any [sub-teams](#) of the County Programme Team - for example, Events Team or Climbing Team

Programme Team Members don't need to support a specific Section. Constructing the team in a more flexible way will attract more volunteers, make the most of people's skills and help make sure there are enough people in the team.

Tasks for the whole team

- Help Sections across the County work together.

Allocated tasks

Help Section Teams run high-quality programmes

- Help volunteers with any programme changes, such as new badges and activities, to help young people achieve Top Awards.
- Support volunteers to include [nights away](#) in their Section's programme.
- Help volunteers gain their [Nights Away Permits](#).
- Keep an eye out for any learning that'll help Section Teams deliver a fantastic programme. The Volunteering Development Team can then give volunteers opportunities to develop and learn new skills.

Help Section Teams access expert advice and support

- Make sure there are skilled people to support Sections' programmes (in areas that volunteers may not be experts in themselves).

- Make sure Sections can access adventurous activities, either through permit holders or external providers.

Set up events in the County

- Organise events for the County when Section Teams decide they're needed.
- Set up networking and peer support for Section Teams at County scale.
- Create the leadership team for County-wide international trips, and encourage international trips and activities for Sections.
- Promote and support all sections with Top Awards, the [King's Scout Award](#) and [Duke of Edinburgh's Award](#) so Section Teams have the chance to create amazing experiences.

Facilitate programme networking opportunities

- Encourage Section Teams to share good practice across the County by creating opportunities to network.

Help Sections within the County to improve their programmes

- Make sure volunteers across the County can do their assessments for activity permits easily.
- Help volunteers access the training to get the skills for an activity permit or to be an assessor.
- Make sure there are enough assessors to cover activities in the permit scheme for volunteers across the County.
- Check the County Programme Team meets the 'Minimum Standards' and 'Good Practice' areas in the '[Activity Permit Scheme - Self-Moderation](#).'

Approve County activities and permits (when delegated by the Lead Volunteer)

- [Visits abroad](#)
- [Adventurous Activity Permits](#)
- [Nights Away Permits](#)

Support Team

This team description is for Counties that do not have Districts.

Purpose

The County Support Team gives tools and resources to help Scouts run smoothly in their County.

Who's in the team

- Support Team Leaders
- Support Team Members
- Team Leaders of any [sub-teams](#) of the County Support Team. For example, Community Engagement Team or Campsite Service Team

Allocated tasks

Support Scouts locally by [engaging with the community](#)

- Create and look after relationships with other organisations that can help Scouts grow locally.
- Create a positive image of Scouts in the local community. For example, through local media.
- Plan and run fundraising events when they're needed.

Open new provision

- Work with Groups and other County teams to open, close, or merge Sections (depending on local demand).

Support effective processes

- Carry out finance administration. This could include paying expenses/invoices, and tracking income/expenditure against the budget.
- Set up and look after email, web, social media, and web meeting systems for the County (and, if appropriate, for Groups and Units).
- If there are staff, make sure they're properly managed and well recognised.
- Help with other admin to support County teams.
- Look after joining enquiries across the County.

Look after property and equipment

- Check bookings and maintenance for any County-owned property and equipment (including 14-24 Sections).
- Oversee meeting places for 14-24 Sections (whether they're rented, leased, or owned).

Volunteering Development Team

This team description is for Counties that do not have Districts.

Purpose

The County Volunteering Development Team makes sure all volunteers in County teams have a fantastic volunteering experience. By doing so, they'll make it easy for people to join and learn new skills.

Who's in the team

- Volunteering Development Team Leaders
- Volunteering Development Team Members
- Team Leaders of any [sub-teams](#) of the County Volunteering Development Team. For example, Awards and Recognition Team

Tasks for the whole team

Make sure all County Teams follow and reflect on [Our Volunteering Culture](#).

Allocated tasks

Attract and welcome new volunteers to County and Group teams

- Use Scouts branded resources to attract new volunteers.
- Reply quickly and positively to possible new volunteers.
- Make sure new volunteers are welcomed easily and smoothly.
- Hold inductions with Group Lead Volunteers and other Group and County Leadership Team Members.
- Introduce new volunteers to Lead Volunteers and members of County Teams.

Make sure volunteers are well-supported

- Help and encourage County Team Leaders and Group Lead Volunteers to regularly check in and have reviews with their Team Members to make sure they're enjoying volunteering.
- Make sure all County Teams (including Group Lead Volunteers) follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts.

Help volunteers in County teams with learning

- Make sure volunteers across the County can access relevant Managers and Supporters training
- Help volunteers and Young Leaders find and engage in opportunities for learning and development.
- Coordinate Scouts learning that needs to be delivered by an [accredited trainer](#) – including coordinating and supporting the trainers
- Use the learning delivery materials developed by Scouts (e.g. training sessions, workshops, activities, etc.), and make changes (when necessary) so activities are accessible for everyone.
- Help volunteers connect across the County and beyond to learn, share best practices and overcome shared challenges.
- Set up learning opportunities with external organisations, if it's relevant and helpful for volunteers.
- Make sure volunteers can be recognised for prior learning and experience, and have it credited in their records.
- Learn from people in other Volunteering Development Teams.

Recognise volunteers

- [Recognise and show appreciation](#) for volunteers' brilliant work, formally and informally.