

# The Unit Council

Management & Leadership







**The Unit Council  
(Management  
and Leadership)**

**An Australian  
Scout Publication**

The Scout Association of Australia expresses its thanks to the Venturer Scout Review Committee for their development of the program. A special thanks to Heather Stringer, Damien Quick and the Victorian Branch Youth Venturer Scout Council for their input, preparation and compiling of the material and to Kirsty Brown and Pat Lanham for their editorial work on the material in this publication.

Published by authority of the National Executive Committee of The Scout Association of Australia.

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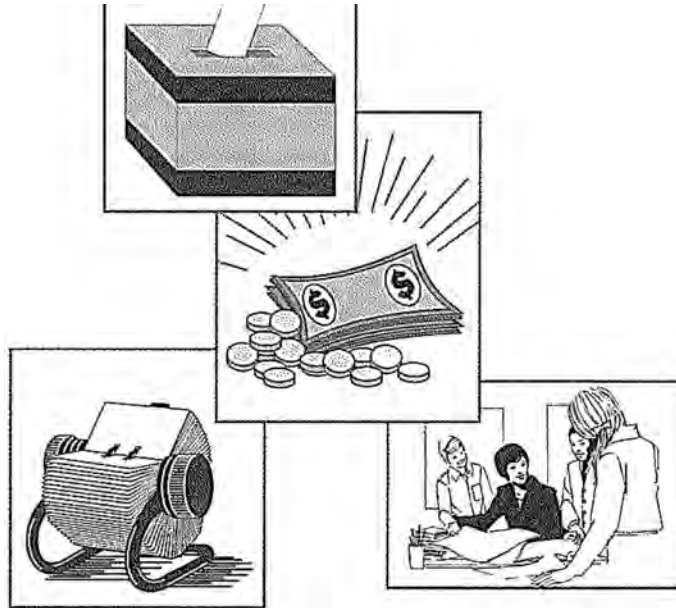
This publication was designed by Associated Graphic Arts.

First edition September, 2000

National Library of Australia Card No. and ISBN1 875 783 33 4

National Scout Catalogue # 50213

Printed in Australia by J.B. Waldegrave Pty Ltd.



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## What is a Unit Council?

A Unit Council is a group of Venturer Scouts elected by the Venturer Scout Unit members to manage the affairs of the Unit.

Unit Council members should be elected on the basis of their ability to perform the task and not on popularity. Sufficient Venturer Scouts must be elected to outnumber Leaders who are also members of the Unit Council.

The Unit Council must represent the Unit members. Unless the members of the Unit feel that their views are properly represented they will not be inclined to accept the decisions of the Unit Council. It is important to have regular reporting back sessions with the Unit-in-Council.

## The Unit in Council

A Unit-in-Council is where all the Unit members come together to discuss issues relating to the management of the Venturer Scout Unit.

It may be used for 'reporting back' reasons after Unit Council meetings. This gives the Unit members the opportunity to voice their individual opinions on certain issues, to discuss disciplinary problems, review of the Unit Constitution, or to inform/resolve any other matter relating to the entire Unit.

It is normally chaired by the Unit Chairman or Venturer Scout Leader, depending on the issue at hand.

## Duties of a Unit Council

1. To plan and operate a BALANCED PROGRAM.
2. To conduct UNIT ELECTIONS for Unit Council positions.
3. To operate all documents in relation to UNIT FINANCES.
4. To be responsible for UNIT MEMBERSHIP and RECRUITMENT.
5. To ensure the Unit has a reliable method of COMMUNICATION to Unit members, Unit Leaders and the Group.
6. To ensure the Unit has a UNIT CONSTITUTION which is reviewed by the Unit-in-Council on an annual basis.
7. To ensure the Unit conducts regular FUNDRAISING activities.
8. To be responsible for the management of UNIT EQUIPMENT.
9. To be responsible for AWARD SCHEME STANDARDS and AWARD SCHEME PROGRESS within the Unit.
10. To ensure representation at the DISTRICT VENTURER SCOUT COUNCIL (or equivalent) by the Unit.



# The Unit Program

## Youth Club or Venturer Scout Unit?

The success of your Unit is based on the ability of the Unit Council to produce and operate a program which will:

- ✓ continue to hold the interest of the Unit members
- ✓ maintain attendance of Unit members
- ✓ attract new members to the Unit

### a) Elements of a Good Program

1. Fun
2. Achievement
3. Goals and challenges
4. Variety and Balance
5. Award Scheme
6. District, Area, Region, Zone, Branch, National Activities
7. Something for all Unit Members

### b) Resources for a Good Program

1. Leaders
  - Show the Unit how to plan a program
  - Encourage Venturer Scout ideas and enthusiasm
  - Provide ideas on which Venturer Scouts can build
  - Give direction on where/how to obtain resources
2. Publications
  - Venturer Scout Resource Series (See Page 20)
  - Branch Newsletter
  - Snowgum range of Venturer Scout handbooks
  - Scout Magazine
3. Audio-Visuals
  - Videos - Walk Softly Walk Safely, A Stupid Way to Die Snow Safe
  - Audio - 'Duty to God'
4. Scout Activity Groups
  - Abseiling
  - Rock Climbing
  - Air Activities
  - Caving
  - Radio and Electronics
  - Water Activities

There may be other Scout Activity Groups in your Branch not listed here. Refer to Branch publications.

5. Commercial and Community Avenues
  - Consult your Community Directory for ideas such as visits to

community services and guest speakers (community directories are available free of charge from the local authorities).

### c) Developing a Good Unit Program

1. Materials
  - Calendar
  - School and public holidays, special events
  - Chalkboard and chalk or whiteboard and markers
2. Program outline
  - Mark in holidays and events
  - Mark in known Scouting events and meetings District/Area/Region/Zone/Branch
  - Mark in study/ exam/ school commitments
3. Award Scheme needs of Unit members
  - Venturing Skills Award
  - Select Queen's Scout Award Activity Areas to be covered
  - Mark in all Courses run for Venturer Scouts and Leaders
4. Brainstorm ideas
  - Weekend activities
  - Meeting nights
  - Major activity
5. Vote on suggestions
  - Record all suggestions on large sheets of paper
  - Document decision voted upon
6. Broad Program
  - 6 to 12 months time frame
  - Mark in chosen activities
  - Allow time for training, preparation and fundraising
  - Unit major activity - planning and preparation
7. Intensive Program
  - Select time frame- 2 months/ School term
  - Prepare typed program
  - Distribute to: Unit members, Parents, Group Leader, District Venturer Scout Leader (or equivalent), District Commissioner, Scout Leader, Rovers
  - What - the activities
  - Where - locations
  - When - dates and times
  - Who - is organising
  - Safety - forms/notifications/contact

- Equipment – required
  - Uniform – official or activity
  - Transport – if required
  - Resources – people and materials
8. Evaluation
- Success or failure?

- Correspondence – thank you letters, written articles to media/Branch Newsletter/Scout Magazine
- File for future reference

## Unit Elections

Methods of choosing a Unit Council vary and each Unit needs to consider its own situation. Whatever method is used, it must be agreed to and understood by all Unit members prior to the election. The agreed method should be recorded in the Unit Constitution.

Associate Venturer Scouts cannot be elected.

### A Straight Forward Vote

The designated number of Unit Council members may be voted for. Once voted onto the Unit Council these members decide amongst themselves who fills which position.

### Vote for Positions

The Unit votes individuals to the designated positions.

### Vote for Unit Chairman

The Unit may vote for a Unit Chairman. Once the Unit Chairman has been decided, votes may be taken for the other positions on offer and these individuals, once identified, may decide amongst themselves who will fill which position.

### Age Range

The Unit-in-Council may decide on an age range structure for the Unit Council and voting would proceed accordingly.

### Combined Units

Where a Unit is a District or combined Unit the Unit-in-Council may decide there should be representation from all Groups on the Unit Council.

### Term of Office

- Terms of office vary from Unit to Unit. Usually 6 to 12 months is the acknowledged time.
- Office bearers should not exceed 12 months in any one position.
- The Unit-in-Council may have a policy on how many positions an individual can serve on the Unit Council.
- Only half of the Council Members may change at each election to help with continuity. (Rotating positions of 6 members or 3 Council Members step down, 3 change positions and 3 new members are elected.)

## Unit Finance

The Unit Council has the responsibility of managing all money belonging to the Unit. The Unit's finances are managed accordingly:

- ✓ Appointment of a Venturer Scout as the Unit Treasurer to operate all financial documents.
- ✓ The Treasurer has the responsibility of keeping accurate records and provid-

ing a report on the current financial situation of the Unit at each Unit Council meeting and for the Annual General Meeting.

- ✓ Management of the Unit's income and expenditure provides a training element for all members of the Unit.

## Unit Membership and Recruitment

To ensure the continuity of a Venturer Scout Unit the Unit Council must have an active recruitment program. The two areas of youth member recruitment are from the Scout Troop and outside the Movement. Young people of this age group may choose to become Associate Venturer Scouts until such time that they are pre-

pared to make the Promise and become fully fledged Venturer Scouts.

The Unit Council should appoint a sponsor or mentor for each new member. The role of the sponsor is that of a peer support person who helps the new member settle into the Unit. The sponsor would be

expected to assist and befriend the new member through Membership and Venturing skills. This simple method in most cases will guarantee the retention of the new member.

Recruitment is one thing, retention is definitely another!!

### **Recruitment from the Scout Troop**

Plan and organise Scout/Venturer Scout meetings/activities

- Assist with Scout activities (camps, Award Scheme, events)
- Plan and arrange a special 'Venturer Scout PR Night' for local Troops and their families in the District.
- Where a Troop uses the same hall as the Unit, the Venturer Scout notice board should be filled with the Unit program, photographs, events etc., advertising what a great Section they are.
- Portray a good Unit image to Scout Leaders, Scouts and their parents.
- Keep in touch with Scouts who did not go into Venturer Scouts as they may decide to come to Venturing later.

### **Recruitment from Outside the Movement**

- Word of mouth is your best method.
- Let the community know Venturer Scouts exist with posters, pho-

tographs, programs, displayed in schools and other high profile areas.

- Be seen at community events or performing Award Scheme work for community organisations.
- Bring a friend night.
- Combine with other Unit/Units to arrange a display at shopping centre, school fete etc.
- **Associate Venturer Scouts**  
The introduction of the Associate Venturer Scout category of membership into the Unit will add another perspective to the Unit's membership by providing access to selected parts of the Unit's program without being required to make a full commitment to join.

### **Recruitment of Adult Leaders**

One of the first requirements for a Venturer Scout Section Leader is to be able to relate well to the Venturer Scout age group.

The appointment of Venturer Scout Leaders will include consultation with the Unit.

Venturer Scouts should always be on the look out for suitable Leaders for their Unit. Recruiting the right Leaders for your Unit is a task every Unit Member should try to assist with, and once you have good Leaders, remember to support and thank them for all the time and effort they devote to your Unit.



## Communication

However well-considered the decisions of a Unit Council, however good its program planning, it will be useless unless it also provides good communication to all the Venturer Scouts and Leaders in the Unit as well as the Group Council.

### Ideas for your Unit Council to consider:

- A well maintained Unit noticeboard with relevant current information.
- An up-to-date Unit Membership list, showing names, addresses, telephone numbers.
- A Unit newsletter or Unit magazine with full program details.
- Unit letterhead for correspondence.
- Where it works - a telephone chain or tree.
- Organise a Unit post office box at the local post office - (The best way to

manage communication to the Unit Chairman as Venturer Scouts change positions on the Unit Council).

- Any relevant publications.



## The Unit Constitution

Every Unit must undertake the responsibility of writing its own Unit Constitution.

A Unit Constitution is a statement of standards, or code of conduct, which clearly states to all Unit members and Leaders the expectations for membership in that Unit.

The Unit Constitution should be composed by the Unit-in-Council and reviewed on an annual basis by the Unit-in-Council.

Every member should have an up-to-date copy of the Unit Constitution.

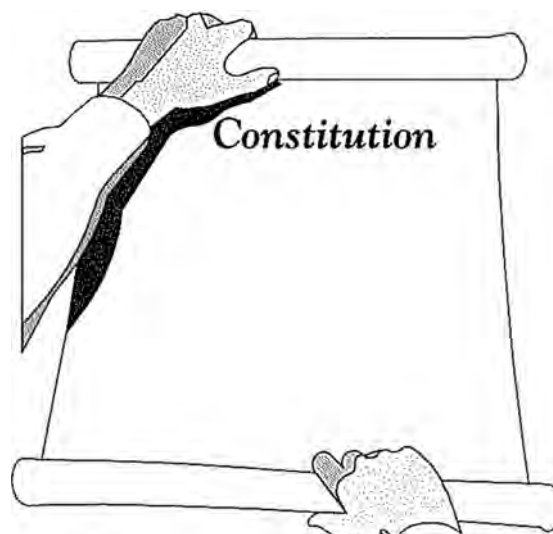
To ensure Unit members are willing to agree to the Constitution, a section should be provided for members to sign.

The Constitution should be neatly typed and clearly set out.

### Suggestions for Constitution items:

- Name of Unit, meeting place and meeting times.
- Membership qualifications including Associate Venturer Scouts  
*This should include how a person becomes a Member of the Venturer Scout Unit.*
- Terminations of Membership  
*Apart from age requirements, what other reasons would there be for termination of Unit Membership?*

- Standards of Personal Conduct  
*This includes such items as relationships between Unit Members, using offensive language, drugs, alcohol and smoking, and the consequences for these misdemeanours.*
- Uniform Requirements  
*Unit requirements for official uniform, activity uniform and Unit scarf.*
- Unit Council Positions  
*The number and type of positions should be detailed. These should include Chairman, Secretary and Treasurer and any other position the Unit requires.*



- Unit Elections for Unit Council Positions  
*Method of Unit Council elections and term of office (which should not exceed 12 months).*
- Unit Council Decisions  
*Distribution of minutes and decisions made to Unit members.*
- Unit in Council Decisions  
*Voting procedure and who votes, the implementation of decisions.*
- Unit Funds and Fundraising  
*Unit subscriptions, registration fees, activity fees, fundraising activities and method of payment and distribution.*
- Attendance at Meetings and Activities  
*Decide if necessary to include a clause to specify minimum attendance at Unit activities and meetings.*
- Unit Equipment and Property  
*This may include security, maintenance, repair, responsibility for use, storage, personal and outside use.*
- Unit Relationships  
*Consider guidelines or restrictions for relationships between Venturer Scouts.*
- Transport  
*Guidelines on parent transport roster, Leader Transport, Probationary drivers, Unit bus or bus hire.*
- Joint Activities with other Units or Youth Groups  
*And guidelines deemed necessary for joint activities.*
- Recognition of Prior Learning  
*State and National guidelines for R.P.L. in regard to the Award Scheme.*
- Alterations to the Unit Constitution and Annual Review  
*Guidelines for the processes involved.*
- Record and date each Constitution as it is amended and distributed.



## Fundraising

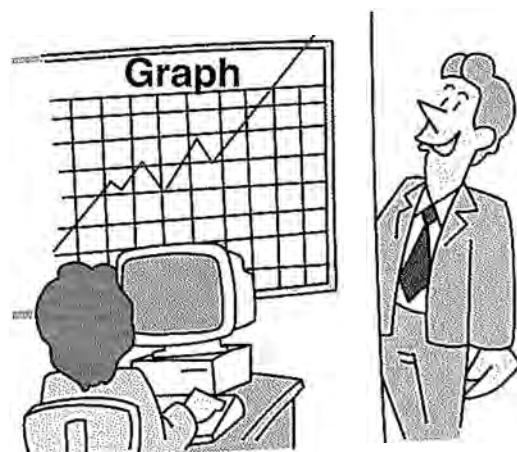
Every Venturer Scout Unit should aim to be self sufficient in relation to Unit finance. The Unit Council can ensure this happens by programming fundraising activities. It is inevitable that, for various reasons, not all of the Unit members will be able to participate in all of the Unit's fundraising activities. Therefore it is necessary to develop a system whereby the money earned is spent in a manner approved by all the Venturer Scouts in the Unit.

### The Unit Council has the responsibility for:

- Organising fundraising activities to meet the financial needs of the Unit.
- Providing fundraising ideas which will enthuse the participation of all Unit members.
- Providing a system of allocating the money earned.
- Discussing with the Unit-in-Council the financial needs of the Unit and

how the money raised should be spent.

- Being aware of the rules which apply to fundraising activities.
- Starting a wall graph showing targets and progress.



## Unit Resources

### Equipment

It is not unusual that the value of a Unit's equipment can amount to many hundreds of dollars. It is therefore necessary for the Unit Council to document what the Unit owns and record its use.

#### Unit Equipment should be managed by:

- ✓ the appointment of a Property Officer on the Unit Council.
- ✓ an up-to-date record of all the Unit's assets.
- ✓ an accurate borrowing or hiring schedule.
- ✓ regular maintenance check and repair of equipment.
- ✓ a record of purchase and repair costs for Unit Equipment
- ✓ the recommendation for replacement items.
- ✓ the organisation of any warranty or insurance needs for Unit equipment.
- ✓ the provision for safe storage and easy access for Unit Equipment.

### Unit Records

The history of a Unit is an important heritage to pass onto future Unit members, as well as looking back to repeat success-

ful activities. Too often this information is lost with changes in Unit Council members and the lack of suitable storage facilities.

- ✓ Keep all current records in a portable expanding file that can be taken to a Unit/Unit Council Meeting.
- ✓ Acquire a 2 or 3 drawer filing cabinet for the Unit to be stored in the Venturer Scout den or equipment store.
- ✓ File past correspondence, finance, minutes, newsletters and other records in suspension files – one file for each year.
- ✓ Keep Unit log books, memorabilia, etc in a separate drawer.
- ✓ Keep a copy of past Unit programs in a separate file.
- ✓ Check with the Venturer Scout Leader before you throw away anything – it may be of value to someone else.
- ✓ Contact the Scout Heritage Centre if old documents, photographs, etc are found.
- ✓ You may have a Branch Archive that may be interested in photographs etc.

## Unit Assets

Unit assets can be categorised in the following ways:

### Membership

Membership Lists

- a) Venturer Scouts
- b) Associate Venturer Scouts

Wall Chart – Award Scheme

Attendance record

Venturer Scout Register Sheet

### Documents

Minute Book

Unit Constitution

Queen's Scout Handbook

Venturer Scout Resource Series

Unit Letterhead

State Newsletter

Official Scout forms

Unit Library books/charts

Unit Newsletter

Document file for correspondence

Personal diaries for Unit members

Unit or Group magazine

### Finance

Bank Account books

Petty Cash book

Receipt book

Treasurer's Record book

### Equipment

Unit Tents

Unit Compasses

Unit Ropes/Helmets/Harness'/Lights etc.

Unit Maps

Unit Log book – videos/photos

Queen's Scout Honour Board

Sports Equipment

Equipment Record book

Unit Flag

Eskys/Water Butts



## Award Scheme Standards and Progress . . . .

The Unit Council is responsible for Award Scheme standards within the Unit. The Unit Council is responsible for providing a program where individual Unit members can progress through the Award Scheme.

### Award Scheme Assessment in the Unit

- ✓ Unit Council members should understand the Award Scheme and its purpose in providing a personal development program for each Venturer Scout in order to assess each Venturer Scout's Award Activity Proposal.
- ✓ Each member must be assessed on his or her own merits. The Unit Council must look closely at each individual.

- ✓ Unit members submit the Award Activity Proposal form to the Unit Council, it is then submitted to the Awards Standards Committee, if necessary, for its approval prior to any work commencing.
- ✓ Examiners are approved by the Standards Committee (or equivalent).



## Members of the Unit Council . . . . .

**The Unit Council is made up of:**

- Venturer Scout Leaders in the Unit
- The Unit Chairman
- The Unit Secretary
- The Unit Treasurer

**and other Elected Members, such as:**

- An Equipment Officer
- A Fundraising Officer
- A Recruitment Officer
- A Transport Officer
- A Public Relations Officer
- Any other position decided by the Unit-in-Council



## The Duties of the Unit Chairman . . . . .

The role of the Unit Chairman is divided into two main parts:

1. Unit Leadership
2. Chairman Responsibilities

### 1. Unit Leadership

- is responsible for the overall leadership and motivation of the Unit during his/her term of office
- represents the Unit on external councils or arranges for other representation
- plans and delegates tasks to Unit members
- is the link person between the Unit and the Leaders

- ensures the Unit plans and runs a good program that is balanced and fun
- is responsible for the scheduled program for Unit meeting nights, liaising with the Unit Leaders
- is impartial towards all Unit members
- is a good communicator, listener and friend to all Unit members
- identifies goals for the Unit to achieve

### 2. Chairman Responsibilities

**Prior to the Meeting:**

- a) **Ensure** the Unit Council meeting is

- held on a regular basis, usually once a month.
- b) **Ensure** the venue for the meeting is suitable:
  - a table with adequate seating for all members (the chairman should sit at the head of the table in order to see every member clearly. All members should be seated around the table on the same height chairs).
  - a quiet, comfortable location free from any distractions
- c) **Define** the location, date and time of the Unit Council meeting and ensure all members and Leaders are informed
  - the meeting is arranged at a mutually convenient time
  - the meeting is held during a specified time and this should be adhered to
- d) **Prepare** an agenda in consultation with the Unit Secretary and the Unit Leaders, then ask the Unit Secretary to circulate it prior to the Unit Council Meeting

- Don't let the meeting get bogged down on one or two items
- Ensure there are definite outcomes and decisions made from discussions
- Ensure all members present are involved in these decisions
- Make a decision after listening to all members' points of view – this may require a vote to be taken
- Delegate duties to individuals – not groups of people
- Follow up on decisions and make sure they have been accomplished
- Remember to say 'thank you' or 'well done' when the occasion is appropriate
- Provide action sheet to all members for following up.

#### **b) Meeting Format**

1. Welcome and record those present
2. Record apologies from any members not attending
3. Read and confirm previous minutes
4. Deal with action arising out of previous minutes
5. Reports
  - Unit Chairman
  - Treasurer – finance report
  - Secretary – correspondence in/ out
  - District Venturer Scout Council
  - Other Office Bearers
  - Leaders
  - Special Committees
6. General Business
7. Close of meeting
  - Record the date, time, location of next meeting
  - Thank people for their attendance

#### **c) Quorum**

Quorum means youth members must exceed adult leaders in number if the meeting is voting on an issue. Also the Unit Constitution may require a designated percentage of youth members to be present before an official Unit Council meeting can be held.

## **The Unit Council Meeting**

### **a) Helpful Hints**

- Open the meeting on time.
- Have all items on hand – calendar, pen, paper, Unit roll, agenda, finance books, previous minutes, reports, equipment etc.
- Prepare your opening remarks about the expectations of the meeting
- Remind those present of the confidentiality of some business
- Encourage all points of view during discussion
- Act as host to any visitors attending the meeting
- Ensure one or two people do not dominate the meeting business
- Allow only one person to speak at any one time
- Keep the meeting to order
- Keep the meeting moving and do not divert from the agenda

## The Duties of the Unit Secretary .....

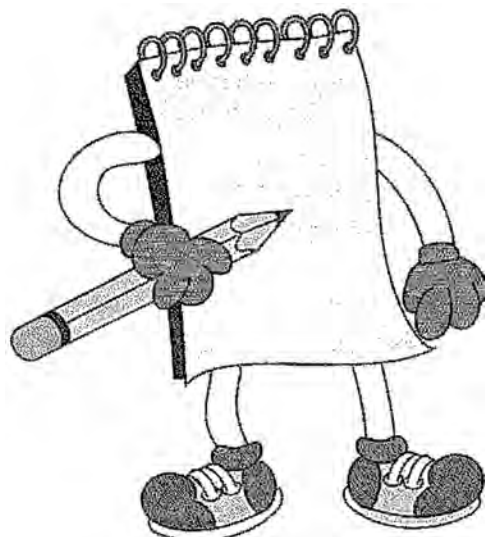
- ✓ Keep a record of the Unit Council meeting in the form of minutes.
- ✓ Issue Unit Council members with meeting minutes.
- ✓ Record decisions reached at each Unit Council meeting and who is responsible for carrying out delegated duties.
- ✓ Maintain the minute book and read the previous minutes at the current meeting.
- ✓ Arrange the agenda with the Unit Chairman for the Unit Council meeting.
- ✓ Is responsible for the agenda being given to Unit Council members prior to a meeting.
- ✓ Handle correspondence.
- ✓ In conjunction with the Unit Chairman inform the Unit Council members of the location and date of all Unit Council meetings
- ✓ Operate an efficient filing system for Unit records.
- ✓ Issue Unit Constitutions to new members.
- ✓ Maintain the supply of Unit letterhead.
- ✓ Record Unit member attendance at meetings and activities.
- ✓ Provide Unit members with an up-to-date membership list.
- ✓ Organise the production of the Unit newsletter and program details.

### Minutes

Minutes are a written record of a meeting. Once approved and signed, the Minutes become the official record of the meeting. The main points of the meeting need to be recorded into the minutes, including any facts of the meeting, any decisions made or action taken.

Minutes should provide a true, impartial and balanced account of the proceedings.

- They should be recorded in clear language.
- They should be brief and accurate.
- They should be recorded in legible writing if hand written.



## The Duties Unit Treasurer .....

- ✓ Receive all incoming money.
- ✓ Maintain the Unit bank account.
- ✓ Operate a petty cash system.
- ✓ Manage the system for Unit subscriptions.
- ✓ Pay accounts with Unit Council approval.
- ✓ Record all transactions in appropriate books.
- ✓ Present a financial report at Unit Council meetings.
- ✓ In conjunction with Unit Leaders prepare an audited balance sheet for the Group Annual meeting - this may include several groups if the Unit is a combined one.



## The Duties of the Equipment Officer . . . . .

- ✓ Maintain the Unit Equipment Record Book.
  - a) Current inventory of Unit equipment
    - date of purchase
    - cost of purchase
    - place of purchase
    - items donated
    - shared items (Scout Group)
  - b) Record of members who borrow and return equipment - borrowing policy
- ✓ Arrange for repair of Unit equipment items.
- ✓ Arrange for the labelling of Unit equipment items.
- ✓ Monitor the need for replacement of new items.
- ✓ Arrange for the safe storage of Unit equipment items.
- ✓ Arrange for any insurance coverage if deemed necessary.
- ✓ Present a report at the Unit Council meeting.

## The Duties of the Fundraising Officer . . . . .

- ✓ Maintain the Unit's Fundraising Record Book (Recording fundraising activities, dates, Venturer Scout attendance, money collected - this may include individual monetary records)
- ✓ Maintain a current folder of books and advertising material suitable for Unit fundraising ideas.
- ✓ Arrange the Unit's fundraising activities in conjunction with the Unit Council.
- ✓ Present a report at the Unit Council meeting.

## The Duties of the Transport Officer . . . . .

- ✓ Maintain the Unit Transport Record Book (Depending on Unit circumstances, records of parent provided transport, bus hire or own Unit bus).
- ✓ Collect money from Unit members for transport costs and pass it on to the Unit Treasurer.
- ✓ Arrange transport for Unit activities.
- ✓ Present a report at the Unit Council meeting.



## The Duties of the Public Relations Officer

- ✓ Co-ordinate news between the Unit, the Group, the District Venturer Scout Council.
- ✓ Liaise with the Scout and Rover Sections.
- ✓ Arrange articles for the local media (newspapers, community radio, television).
- ✓ Arrange Venturer Scouts' displays at local community centres.
- ✓ Take photographs for the Unit log book for display purposes.
- ✓ Produce the Unit newsletter or Unit magazine.
- ✓ Present a report at the Unit Council meeting.

# Unit Operation Information

## The Role of Venturer Scout Leaders

Your Venturer Scout Leader and Assistant Venturer Scout Leader/s should form an active part of the Unit Council. They assist the Unit Council in its decision making functions.

They advise and assist the Unit members in designing and carrying out the Unit program. They must ensure the Unit maintains the standards of the Venturer Scout Section and the principles of Scouting.

They act largely as resource managers knowing where to direct the Unit for help and organise consultants as necessary.

The Venturer Scout Leader is also responsible for training the Unit Chairman and other members of the Unit Council.

Your Venturer Scout Leader has the ultimate responsibility for the progress of the Unit and the personal development of the Venturer Scouts who belong to it.

## Mixed Activities

### Examples of Traditions

Responsible adult participation must be arranged by Unit Leaders for those mixed activities which, in the opinion of the Leaders, necessitate adult involvement. Responsible adult participation does not specifically mean Leaders, but could mean parents or other adults, depending upon the activity. Note that some Branches have additional rules in this regard and you should make yourself aware of any such arrangements.

### Guidelines for Mixed Activities

The following points are recommended as Guidelines for mixed activities. Inevitably, the maturity of the Leaders and the mutual respect and trust of Venturer Scouts and Leaders determine the Unit's attitudes and standards.

- a) All Units should endeavour to have active male and female Leaders.
- b) Maturity of Leaders is particularly important and more important if there is no mixed leadership.
- c) Given the changing social standards, Leaders must be prepared to provide guidance and set good examples. Double standards are hypocritical and harmful to good Unit relationships.

## Unit Traditions

Every Unit should aspire to maintaining several 'Unit Traditions'. Tradition can be a custom in which the Unit participates, hands on, as older members leave and younger ones join. It is something special or unique which the Venturer Scout Unit owns and protects.

### Examples of Traditions

- Participation in an annual activity and the mementos which are collected from this activity are displayed in the Venturer Scout den.
- An annual activity for under privileged community members.
- A special competition within the Unit with a perpetual trophy.
- A traditional ceremony to mark a special occasion, eg. QS Award.
- Special places for conducting Investiture ceremonies.

- d) Parents, as well as Venturer Scouts, must respect and trust the Leaders. Leaders need to be at ease in their dealings and accessible to parents.
- e) An effective Unit Council should set and enforce reasonable standards. This means that Venturer Scouts must be adequately trained (in Unit Management) and the Leader is skillful enough to assist the Unit Council.
- f) The Unit Constitution must address the issue of relationships, organisation of mixed activities, attendance by Associate Venturer Scouts and responsibility of individuals.
- g) There may be events that do not require adult leadership; other events may. Such leadership may be either mixed or single sex.
- h) Large events must have the organisation and structure to responsibly cater for 14 year olds to 18 year olds without placing undue pressure, risk or temptation before any of them.

Large events should:

1. Provide an adequate sub-camp structure, or similar with an adequate Leader/Venturer Scout ratio.

2. Implement stated policies on behaviour and standards.
3. Make effective use of Leaders for supervision and counselling.
4. Enforce reasonable curfew times.
5. Consider making Leaders attend with their Units.

## **District Venturer Scout Council (or equivalent Council structure)**

It is the Unit Council's responsibility to ensure the Unit is represented at the District Venturer Scout Council or equivalent Council. It is the Venturer Scout Leader's obligation to be present at the District Council.

The District Venturer Scout Council meets on a regular basis – usually monthly, bi-monthly or by other arrangements in country areas.

Meeting arrangements are made in consultation with Venturer Scout Units within the District, i.e. day, date, time (start and finish), location, dress etc.

Venturer Scouts are elected to all relevant positions on this Council. Whatever method is used, must be agreed to and understood by all involved.

This method is then recorded in terms of reference.

The District Venturer Scout Leader acts as adviser to this Council.

### **Composition of the District Venturer Scout Council**

- Elected Venturer Scouts.
- Venturer Scout representatives from every Unit in the District.
- District Venturer Scout Leader or equivalent.
- Venturer Scouts who wish to present Queen's Scout Award Scheme proposals for approval (or by the Unit representative/s).
- Invited guests.

### **Role of the District Venturer Scout Council**

To promote Venturer Scouting in the District.

- Supervision of Award Scheme standards.
- Co-ordination of Venturer Scout activities in the District.
- Review and promote Unit programs within the District.
- Give support and assistance to all Units.
- Pass on all information received relating to the Venturer Scout Section.
- Encourage high standards within Units and monitor recruiting of youth members.
- Apply meeting procedures with an agenda and minutes.
- Provide a training activity which could be used in the Unit program.
- Develop a strategy to hasten and establish links with relevant external community based organisations.
- Give consideration to including an external community representative with relevant skills as a member of the Council, e.g. Boys Brigade; Church Youth Group etc.

# Venturer Scout Ceremonies

As the Venturer Scout Section is part of the Scouting Movement it is appropriate that the Unit Council recognises the importance of conducting the ceremonial aspects of the Section with respect and dignity.

The 'Ceremonies Book', available from Snowgum stores/Scout Outdoor Centres, sets out the guidelines for these presentations. However Venturer Scout ceremonies should be sincere and incorporate the Unit Council wherever possible.

The ceremonies in which most Units would be involved are:

- Scout/Venturer Scout Link Badge presentation
- Advancement Ceremonies: Scouts - Venturer Scouts, Venturer Scouts - Rovers.
- Investiture Ceremony - new members to the Unit
- Flag Break and Flag Down at Unit meetings.
- Presentation of Award Scheme badges.
- The Queen's Scout Award Badge Presentation.

## a) Advancement Ceremony for Scouts

This ceremony is normally arranged between the Scout Leader, the advancing Scouts, the Group Leader, the Venturer Scout Leader and the Unit Chairman. The new member's sponsor should also be present. An Advancement Certificate should be presented to the Scout on leaving the Scout Troop.

## b) Investiture in the Unit

This ceremony may follow on after the Going-up ceremony in some cases. Some Units have traditions as to where their new members are invested. Where possible, the Unit Council should take the responsibility for investing the new member. This can be done by the Unit Chairman taking the role of the Venturer Scout Leader and asking the questions of the new member. Other Unit Council members, as well as the Unit Leaders and Group Leader, should be involved with the presentation of badges, epaulettes and the

Investiture Certificate. If the Unit Council undertakes this role with the approval of the Unit Leaders, the Investiture should be carried out with dignity and purpose!

The sponsor could have the role of bringing the new Venturer Scout to the table, escorting him/her around the horseshoe for welcome by the Unit members. The Unit Council may have traditional ways of using 'atmosphere', eg. lighting, candles, props, etc, to enhance the ceremony.

## c) Badge Presentations

- Once a badge is earned it should be presented to the recipient as soon as possible.
- The presentation should be done while the Unit is in uniform.
- The name of the award and how the Venturer Scout earned it should be stated.
- The Unit Chairman should present the award where possible.

Special certificates are available for the following Awards and Badges:

- Venturing Skills Award
- Community Involvement Award
- Adventurous Activity Award
- Person Growth Award
- Leadership Development Award
- Major Interest Award
- Initiative Course Award

## d) Flag Ceremonies

- Every Unit meeting should open and close with Flag Break/Flag Down (there may be an occasional exception)
- The Unit should be in uniform (this may be official activity uniform).
- The Unit Chairman should conduct these ceremonies.
- The Unit Chairman should insist the Venturer Scouts treat this part of the program with respect.
- Every Venturer Scout should be shown how to roll a flag for breaking, how to raise and lower a flag.

### e) **Queen's Scout Presentation Ceremony**

- Guidelines for this ceremony are printed in the Ceremonies Book. Every Unit should own a copy of the current edition.

### f) **Advancement to the Rover Crew**

- This ceremony is arranged by the Venturer Scout Unit, the advancing Venturer Scout, the Group Leader, the Rover Adviser and the Crew Leader.

## **Venturer Scout Resources and Forms** •••••

For information on resources available to Venturer Scout Units, consult the Venturer Scout Resource series.

For information on official forms used in the Venturer Scout Section, refer to the Venturer Scout Resource Series.

## **The Unit Management Course** •••••

The Unit Management Course is externally accredited as part of the Leadership Development Award and recognised externally as a short course in Venturer Scout Youth Leadership. The responsibility of the operation of this course is the Registered Venturer Scout Leader who will issue the appropriate Nationally Recognised Certificate.

Unit Management Courses can be delivered by Districts, Areas, Zones, Regions or Branches to provide skills training, specifically for Unit Council members,

although any Venturer Scout can attend, to aid the effective working of the Unit and Unit Council.

All aspects of Unit management should be covered by experienced Venturer Scout Section Leaders.

The Course material, is available from your Branch and should be 'hands on' and presented in a variety of ways, allowing time for discussion and problem solving. Time should be allowed for games and some socialising.

## **Venturer Scout Identity** •••••

Venturer Scouts constantly say that Venturer Scouts need their own identity.

What are you doing about your Unit's identity?

There are several items a Unit Council can consider.

### **a) Activity Uniform**

Every Venturer Scout Unit should have its own Activity Uniform.

What is an Activity Uniform?

A number of Venturer Scout Units proudly display their personally styled Unit T shirts and sweat shirts.

The Unit Council can spend a meeting night discussing/designing the proposed Unit logo, the colour of the T shirt or sweat shirt. Remember you should always include the Scout Logo somewhere in the design. If you don't know of a screen printer to screen print your garments, ask your DSVL or equivalent person.

Once the Unit has its own T shirt/sweat shirt, the Unit Council then informs the Unit members which uniform is to be worn for activities where applicable.

### **b) Unit Scarf**

Check your Branch Guidelines on the wearing of scarves.

### **c) Unit Name**

A number of Units have chosen a distinctive name for their Unit. The name chosen usually reflects the Unit's history or environment. Check your Branch Guidelines relating to Unit names.

### **d) Unit Flag**

The Venturer Scout Flag identifying the Unit's name can be purchased from the Scout Outdoor Centres/Snowgum Stores.



## Size **Venturer Scout Units** .....

The reason for suggesting minimum number of Venturer Scouts in a Unit is to ensure that every Venturer Scout has the opportunity to participate in a good Venturer Scout Program.

It is therefore the responsibility of every Unit Council to plan in advance to prevent

its Unit numbers dropping below ten members.

If it happens that your Unit numbers drop below the minimum number you should check Branch Guidelines for the appropriate procedure to be followed.

## Ideas for your Unit Council .....

### a) Weekend Orientation

It became a tradition of one Unit for a new Unit Council to have a weekend away to plan its course of action for the next six months. The Unit was fortunate each time to have the offer of a holiday home for the weekend. This meant the comfort of tables and chairs for meetings, plus participating in activities at holiday locations.

Importantly, it provided a bonding for the new Unit Council members, of whom there were traditionally six, and the Leaders.

### b) Initial program of the new Unit Council

1. The role and responsibility of a Unit Council. Discussion of Duty Statements for Unit Council members. – 45 mins.
2. Prepare agenda for the Unit Council meeting. – 30 mins.
3. Unit Council meeting. – 60 mins.
4. Unit Program Phase 1 – broad plan – Unit members provided ideas before weekend. – 60 mins.

5. Unit Program – Phase 2 – intensive plan. – 60 mins.

6. Discussion Topics – list compiled by Leaders and Venturer Scouts and discussed throughout the weekend.



## Unit Council Workbook .....

Each Unit Council member should receive a copy of the Unit Council Workbook for the duration of their term of office.

### The book contains:

- The role and responsibilities of the Unit Council.
- Job description of the Unit Council members

- Calendar
- Page to record progressive Unit Council meeting dates.
- Blank pages (to record meetings and action required before the next meeting).



# Australian Scout Publications •••••

## **Resource materials for the Venturer Scout Unit**

Becoming a Venturer Scout  
The Venturer Scout Unit  
Unit Council (Management and Leadership)  
Unit Programming  
Unit Management Course  
Unit Treasurer's Record Book  
Unit Log Book  
Unit Secretary's Record Book  
Unit Council Record Book  
Guidelines for Initiative Courses  
Guidelines for the Venturer Scout Leader  
The Venturer Scout Award Scheme  
Expeditions and Campcraft  
Cultural Diversity and World Scouting  
Leadership Course

## **General resource material**

Australian Rover Handbook  
Exploring our Environment  
Cross Country Navigation  
ROC – on  
Help Save the World  
God, are you still in there?  
Australian Outdoor Cookbook  
Australian Bushcraft Handbook  
Scouting: Action for the Environment  
Camp Planning Book  
Fieldbook for Australian Scouting  
What's this all about, God?





The Venturer Scout Resource Series contains the following list of publications to assist members of the Unit in the application of Venturer Scouting:-

- Introduction to Venturer Scouting
- Guidelines for the Venturer Scout Leader
- The Venturer Scout Unit
- The Venturer Scout Award Scheme
- The Unit Council
- Expeditions & Campcraft
- Unit Programming
- Unit Management Course
- Leadership Course
- Cultural Diversity & World Scouting
- Unit Treasurer's Book
- Unit Secretary's Book
- Unit Log Book
- Unit Council Record Book

Other resource publications are available from Scouting outlets/Snowgum.

AN AUSTRALIAN  
SCOUT PUBLICATION  
ISBN 1 875 783 33 4  
NSC# 50213