

# Group Leadership Team

## Purpose

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

## Who's in the team

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- Group Lead Volunteers
- Leadership Team Members

Other volunteers are automatically members of this team because of their roles in Scouts:

- Team Leaders of each Section Team
- Team Leaders of any Group Leadership Team [sub-teams](#). For example, Fundraising Team or Inclusion Team.

## 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 and volunteers feel welcome and included and [make changes](#) (when necessary) so the environment and activities are [inclusive](#) and [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 and learning.

## 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 equity, diversity and inclusion](#), [safer volunteer recruitment](#), [joining](#), reviews, and processes for leaving Scouts.
- Make sure volunteers are doing what's expected of them, including getting learning done and completing their criminal record checks.

Engage with the community:

- Create and look after relationships outside of 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.
- Plan and run fundraising events when they're needed.

Open new provision:

- Work with District Teams to open new Sections and [support the inclusive growth of Scouts](#).

Manage incidents:

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

Support effective processes:

Oversee:

- Sections Teams, to make sure they're briefing [helpers](#) on the practical aspects of safety and safeguarding. This includes giving them a copy of the [Yellow Card](#), confirming they've read and understood it, and checking they know who to speak to in case of any concerns.
- 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. This includes following employment law and acting as a responsible employer in line with Scout values.
- Governance administration for the Trustee Board, to include meeting preparation, minute taking and AGM organisation.

## Other responsibilities

We expect that members of this team will take part in [regulated activity](#).