



# District 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

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

- Team Leaders of any District Support Team [sub-teams](#). For example, 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 and [further our reach](#) into more communities.
- Create a positive image of Scouts in the local community. For example, through local media, showing that Scouts is [inclusive and open to all](#).
- 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, tracking income/expenditure against the budget, and buying badges/awards/uniform for the District.
- 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. This includes following employment law and acting as a responsible employer in line with Scout values.
- Look after joining enquiries across the District and help Section Teams understand any [additional needs](#) of young people joining Scouts.
- Governance administration for the Trustee Board, to include meeting preparation, minute taking and AGM organisation.

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).

## Other responsibilities

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