



# County 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

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

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

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 County.
- 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. 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.

Look after property and equipment:

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

## Other responsibilities

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