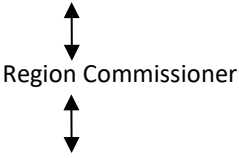


SECTION 1 ORGANISATION

1.6 GROUP

1.6.1.	<p>GROUP OVERVIEW</p> <p>The Scout Group is central to the delivery of the Youth Program to young people and through this Youth Program, the Purpose of Scouting. The Youth Program needs to be inclusive and provide the fun, adventure and challenge appropriate to the development and needs of young people in a particular community.</p> <p>The guidelines that follow are generally for the organisation of a traditional Group (a Group with two or more Sections). However, where a different type of Group is to be established, specific direction should be obtained from the District Commissioner, Region Commissioner and Chief Commissioner.</p>
1.6.2.	<p>GROUP ORGANISATION STRUCTURE</p> <p>The Group Leader is the manager of the Group, with Section Leaders assisting the Youth to plan, deliver and review the Youth Program for the Section for which they are trained, with Adult Members, Adult Helpers and parents providing the physical resources required to support the successful delivery of the Section Youth Programs.</p> <p>The traditional Scout Group has tended to comprise of a number of Sections that meet separately on a weekly basis. The traditional Group tends to be usually suburb or town located and has a profile within that local community. Where a Group is formed to service Members who live in a small community, Multi-Section Programs may be used.</p> <p>As Scouting progresses, its flexibility in recognising many different forms of the Scout Group has become increasingly obvious. Scouting could be based in schools or sponsored (e.g., church groups, cultural groups that reflect the cultural mix of the community). Additionally, there are opportunities that exist for Scouting to partner with other organisations that include SES, Rural Fire Brigade, Surf Life Saving Association, Radio Clubs, local sporting organisations and other specialised interest groups that exist within the community.</p>
	<pre> graph TD GL[Group Leader] AGL[Assistant Group Leader(s)] GSEC[Group Support Executive Committee] GSC[Group Support Committee] GCL[Group Council] JSL[Joey Scout Leader/Assistant] CSL[Cub Scout Leader/Assistant] SLL[Scout Leader/Assistant] VSL[Venturer Scout Leader/Assistant] RSL[Rover Scout Advisor/Assistant] JSM[Joey Scout Mob youth members] CSP[Cub Scout Pack youth members] ST[Scout Troop youth members] VU[Venturer Scout Unit youth members] RSC[Rover Scout Crew youth members] GL --- AGL GL --- GSEC GL --- GCL AGL --- GSEC GSEC --- GSC GSEC --- JSL GSEC --- CSL GSEC --- SLL GSEC --- VSL GSEC --- RSL GSEC --- JSM GSEC --- CSP GSEC --- ST GSEC --- VU GSEC --- RSC GCL --- JSM GCL --- CSP GCL --- ST GCL --- VU GCL --- RSC </pre>
1.6.3.	<p>THE SCOUT GROUP WITHIN THE SCOUTS QUEENSLAND STRUCTURE</p> <p>Queensland operates under a line management structure. The Group Leader is responsible directly to the District Commissioner and through the District Commissioner to the Region Commissioner for the conduct of Scouting in the local Group. The Group Leader is supported by the District Commissioner, who is supported by the Region Commissioner. The line management structure can be represented as follows:</p> <p style="text-align: center;">Group Leader ↔ District Commissioner</p>



	<div style="text-align: center;">  <p>Region Commissioner</p> <p>Chief Commissioner</p> </div> <p>In most cases the conduct of Scouting is managed through those levels. Communication should necessarily flow through those levels both ways. In cases of urgency, direct communication or advice may be required and appropriate.</p>
1.6.4.	GROUP SUCCESS
	<p>Central to the success of the Scout Group is the support of the general community and in particular, the parents. Group family life where there is a strong sense of belonging, where friendships are forged across the parent body, and where there is strong recognition of the need to contribute collectively towards great Scouting outcomes for the youth members are considered to be pivotal to maintain a growing membership.</p> <p>Many of us have heard the edict <i>success grows success</i>. The quality of the family life of the Group, together with the acceptability of the quality of the Programs offered to young people, will ensure the continued growth of the Group.</p> <p>The concept of putting a Youth Member through the Scout Program must be recognised as a shared responsibility between the parents of the Youth Members and the Leaders of the Scout Group. The concepts must be delivered to parents as part of their induction into the Group.</p> <p>Successful Groups have systems to quickly and reliably communicate from Section Leaders to parents, Section Leaders to Group Leader, Group Leader to Section Leaders, Group Support Executive Committee to Group Leader, Group Leader to Group Support Executive Committee and Group Support Executive Committee to Group Support Committee.</p> <p>This can be achieved via a website, Office 365, email, or hard copy. For hard copy an internal letterbox, preferably located near a door in the den, which is to be cleared at least weekly on meeting nights, could be considered. All adult members of Scouts Queensland receive the weekly Chief's Newsletter via email.</p>
1.6.5.	REGISTRATION OF NEW GROUPS
	<p>New Groups must apply to the Branch Support Office for registration using Form <i>B3 Registration of a New Group</i>. Registration requires the recommendation of the District Commissioner and the Region Commissioner and approval by the Chief Commissioner.</p>
1.6.6.	NAMES FOR NEW GROUPS
	<p>On Form <i>B3 Registration of a New Group</i>, a Group name shall be submitted for approval. The name of the Group shall be so chosen as to be readily identifiable with the local community. This will normally be the suburb or locality name, or perhaps the name of the park or reserve in which the Scout premises will be sited. Aboriginal names, names of prominent citizens, abstract names etc. will not be permitted, unless they are readily identified with the locality, and are already in common use.</p>
1.6.7.	GROUP LEADER
	<p>The appointment of a Group Leader (GL) is generally made by the District Commissioner or, occasionally, by the Region Commissioner. The appointment should generally be with the support of the Group Support Committee and Group Council.</p> <p>The Group Leader recruits and proposes the appointment of Leaders within the Group deliver the Scout Program and appoints the Group Support Executive Committee to assist in the</p>

	<p>financial, physical and human resourcing of the Group. Note that the formal appointment of a Leader is by the Chief Commissioner.</p> <p>A Group Leader is recognised by the community as the manager of Scouting in that community. The importance of this role to the successful implementation of the Scout Program cannot be overstated. It is expected that a Group Leader will complete their Wood Badge within three (3) years of appointment.</p> <p>The Group Leader duty statement is available on the Scouts Queensland website</p>
1.6.8.	<p>ASSISTANT GROUP LEADER</p> <p>In recognition of the size and complexity of the role of Group Leader, Assistant Group Leaders may be appointed. The appointment of an Assistant Group Leader (AGL) is made upon agreement with the District Commissioner.</p> <p>The Assistant Group Leader role functions and responsibilities are a delegation of the functions and duties of the Group Leader. There needs to be explicit agreements as to which functions and duties will be delegated to the Assistant Group Leader reflecting the skills and experience of the Group Leader and Assistant Group Leader.</p> <p>There are a couple of broad approaches that can be considered in delegating from a Group Leader to an Assistant Group Leader:</p> <ol style="list-style-type: none"> a. the Group Leader delegates to the Assistant Group Leader the Group Leader functions and duties pertaining to particular Sections (e.g., Joey Scouts and Cub Scouts) with overall Group level coordination by the Group Leader; b. the Group Leader delegates management of all Youth Program delivery to the Assistant Group Leaders whilst the Group Leader retains Group Support Executive Committee and overall Group management; c. the Group Leader delegates the Youth and Leader membership administrative arrangements (recruitment, Adult Development Plans (ADPs) etc.) to the Assistant Group Leaders and retains Program delivery, Group Support Executive Committee and overall Group management; <p>It is expected that an Assistant Group Leader will complete the Wood Badge program within three (3) years of appointment.</p>
1.6.9.	<p>THE GROUP SUPPORT COMMITTEE</p> <p>The Group Support Committee provides the overall physical and financial resources required to support the successful delivery of the Section Youth Program.</p> <p>The Group Support Executive Committee provides the support on a day-to-day basis.</p> <p>There are a number of National documents that relate to the operation of the Groups Support Committee and the executive roles available for further information. These are all available as free downloads on Scout Central (https://central.scouts.com.au/). These documents assist a person undertake their role.</p>
1.6.9.1.	<p>MEMBERSHIP</p> <p>The Group Support Committee is essential to the management of a Group and is a body on which the Group Leader will rely for support. It may be comprised of parents of Scouts in the Group, former Scouts, in the case of a sponsored Group, representatives of the sponsoring authority, and others interested in the welfare of the Group.</p> <p>All parents of Youth Members become Supporters of the Group Support Committee when their son and or daughter become a Member of the Group.</p> <p>Parents/guardians who regularly support delivery of the Youth Program within a Section or Sections must complete an application to become an Adult Helper.</p>

1.6.9.2.	ROLE
	<p>The Group Support Committee should meet at least once per year for the Annual Report Presentation. At the Annual Report Presentation the business to be transacted should include:</p> <ol style="list-style-type: none"> Adoption of the annual report and audited accounts; Notification of the appointment by the Group Leader of the Group Support Executive Committee, which shall include a Chairman, Secretary, Treasurer and any other Members as the Group Leader deems necessary. Adoption of the Group Scout Plan; Approval of any subcommittees; <p>The Group Support Committee meetings shall be chaired by the Chairman of the Group Support Executive Committee or a person nominated by the Group Leader with the sole purpose of conducting the business of the Group Support Committee.</p>
1.6.9.3.	DISAGREEMENT BETWEEN GROUP LEADER AND GROUP SUPPORT COMMITTEE
	<ol style="list-style-type: none"> If the Group Leader and the Group Support Committee are unable to agree in any case, the matter must be referred to the District Commissioner, who will decide on the issue and report their decision to the Region Commissioner. The Chief Commissioner may at any time suspend or cancel the registration of any Group Support Committee within the Branch. In cases of necessary urgency only, a District Commissioner may suspend a Group and or the Group Support Committee within their District. If they do so, they shall forthwith report their action to the Chief Commissioner via the Region Commissioner. In any case of suspension pursuant to this clause, the Chief Commissioner shall with minimum delay reach a determination and either lift the suspension or cancel the registration. A Group and or Group Support Committee, the registration of which is under suspension, shall not exercise any Scout power or function.
1.6.9.4.	GROUP SUPPORT COMMITTEE RULES
	<p>The Branch Executive Committee, under the provisions of Rule 4.3 of <i>Policy and Rules</i> of The Scout Association of Australia, is empowered to approve Rules which must be adopted by the Group Support Committee to govern the conduct of meetings and the discharge of the functions of the Group Support Committee.</p> <p>The standard Group Support Committee Rules are provided by the Branch Support Office (form B4). Any variation from such Rules shall be operative only after approval of the Chief Commissioner on the recommendation of the District Commissioner and the Region Commissioner.</p> <p>These rules are to be completed and lodged with the Branch Support Office along with the registration of a new Group form.</p> <p>Groups must adopt the Group Support Committee Rules at an Annual Report Presentation which must be held by 31 May each year. Groups must also complete Schedule A in relation to quorums for Special Meetings.</p> <p>These Rules are important to ensure all Groups are holding appropriate Annual Report Presentations and so that Group Support Committees and Group Support Executive Committees know how to conduct their roles and responsibilities appropriately.</p> <p>Once these rules are adopted at the meeting they must be signed by the Group Secretary, Chairman and Group Leader and forwarded on for approval. On receipt of the completed Rules, a copy will be sent to the Group which must be kept with the Group's records.</p>

	<p>At all subsequent Annual Report Presentations, Groups must continue to table the Group Support Committee Rules, but it is not necessary for a full set of rules to be re-signed and submitted to Branch each year. If the membership of the Group Support Committee Executive changes then Part B of the Group Support Committee Rules must be completed and a record must be kept of the adoption of the Rules by the Group.</p> <p>If a new issue of the Group Support Committee Rules is published, Groups must adopt them at the next Annual Report Presentation and resubmit them to Branch for approval. A copy will be returned to the Group for their records.</p> <p>Groups must keep a copy of the original approved Rules along with the latest version of the Rules with their records so that they can be referred to when needed.</p>
1.6.10.	THE GROUP SUPPORT EXECUTIVE COMMITTEE
	<p>The Group Support Executive Committee meets monthly, or more often as needed, and is responsible for the day-to-day management and operations on behalf of the Group Support Committee.</p> <p>The Group Support Executive Committee consists of the Group Chairman, Secretary, Treasurer and the Group Leader.</p> <p>Members of the Group Support Executive Committee are appointed and retired by the Group Leader, subject to the approval of the District Commissioner (and in the case of sponsored Groups, after consultation with the sponsoring authority).</p> <p>The Group Chairman, Secretary and Treasurer must all be signed up as Adult Members which requires the completion of mandatory training.</p> <p>This Executive will report at least bi-annually to the Group Support Committee and the format could be through website content, a Group newsletter or in a face-to-face meeting.</p> <p>The Group Support Executive Committee may appoint subcommittees as required. These subcommittees may include appointed persons who are not members of the Group Support Executive Committee or Group Support Committee. These subcommittees should provide a report to each Group Support Executive meeting. Subcommittees that have responsibility for financial matters (e.g., fundraising) are responsible to the Group Treasurer.</p> <p>A leader, other than the Group Leader, should not be a member of the Group Support Executive Committee.</p> <p>Privacy law requirements prevent the discussion of financial issues that would identify specific individual issues at Group Support Committee meetings. Any families experiencing problems paying the Group Fee should be referred to the Group Leader and Chairman and the particular issue should not be openly discussed at meetings.</p> <p>There may be some families who have extreme financial problems and Scouting must recognise this and do what it can to assist genuine cases including, if necessary, the waiving of fees.</p>
1.6.10.1.	DUTY STATEMENT CHAIRMAN
	Can be found on the Queensland Branch website under operations duty statements.
1.6.10.2.	DUTY STATEMENT SECRETARY
	Can be found on the Queensland Branch website under operations duty statements.
1.6.10.3.	DUTY STATEMENT TREASURER
	Can be found on the Queensland Branch website under operations duty statements.

1.6.11.	<p>GROUP COUNCIL</p> <p>The Group Council consists of all Leaders within the Group and is responsible for developing coordination, cooperation, goodwill and harmony between all Leaders and between Sections.</p> <p>The Crew Leader of the Rover Crew is a part of the Group Council and is expected to attend and participate in the Council's activities.</p> <p>The functions of a Group Council are:</p> <ol style="list-style-type: none"> a. Coordinate the activities of all the Sections. b. Ensure the progressive training of each individual. c. Formulate requests to the Group Support Executive Committee in respect of finance, equipment, accommodation, leadership and other matters where assistance is required. d. Determine arrangements for District, Region and or Branch events. e. Determine arrangements for Group functions. f. Receive the individual Section reports that include details of activities, finance, Member progress etc. g. Ensure Members complete Leader Training requirements within the designated time frames. <p>The Group Leader is the Chairman of the Group Council and is responsible for encouraging all Leaders to participate and that, where appropriate, decisions are reached by consensus. The Group Leader is also responsible for the liaison between the Group Council and the Group Support Committee.</p> <p>Group Councils are held regularly, preferably monthly and preferably face-to-face.</p> <p>Adult Helpers who are involved in the delivery the Scout Program may be invited by the Group Leader to attend.</p>
1.6.12.	<p>SPONSORED GROUPS</p> <p>A sponsored Group is, as the term suggests, a Group that is supported by a "special interest body". Where a sponsored Group is to be formed, standard operating procedures are available from the Branch Support Office. In any case, approval for a sponsored Group requires the approval of the Chief Commissioner.</p> <p>In the case of a sponsored Group, it is necessary to determine in the first place what property is to be regarded as belonging to the Group itself and what to the sponsoring authority; and this decision must be recorded with the District Association in a definite agreement between the Group Leader, Group Support Committee and sponsoring authority.</p> <p>Such agreement will be completed on the form "Agreement with Sponsoring Authority for a Sponsored Group" (Form B7) obtainable from the Branch Support Office. Registration follows the same procedure as regular Groups and will be granted following approval by the Chief Commissioner on the recommendation of the District Commissioner and the Region Commissioner.</p>
1.6.13.	<p>MULTI SECTION GROUPS</p> <p>In some cases where it is not feasible to have a full five Section Group structure, due to the small number of youth available, a Multi-Section Group may be formed. Approval of the Chief Commissioner on the recommendation of the Group Leader, District Commissioner and Region Commissioner is required.</p> <p>In this type of Group, a Leader would cover multiple Section Programs simultaneously. All such Groups should be monitored to ensure that the full potential of the youth membership is realised. The ultimate aim is a five Section Group, with sufficient numbers to maintain each Section.</p>

1.6.14.	AMALGAMATION OF GROUPS
	When two Groups combine, a name for the composite Group should be chosen in accordance with the guidelines for registration and registered with the Branch Support Office. The new Group must be registered and approved in accordance with Group registration procedures.
1.6.15.	GROUP IN RECESS AND GROUP CLOSURE
	A Group which is temporarily struggling for a variety of reasons, may be put into Recess with the view that the Group would be re-activated within 12 months. This requires the District to retain and maintain the assets and to assume responsibility of any debt, unless other arrangements are made with the Chief Commissioner. Where a Group is identified as no longer viable, the Group may be closed. Closure is permanent and means bank accounts are closed, real assets disposed, equipment distributed to other Groups within the District and any members transferred to another Group. Any debt owed would need to be repaid by either the Group, District or Region. If funds are not available to repay the debt, the Group may apply for debt forgiveness by completing Form <i>A71 Formation Request for Financial Assistance</i> .
1.6.15.1.	RECESS AND CLOSURES
	Every effort should be made to keep a Scout Group operating for as long as possible in order to provide Scouting in the locality. However, if a situation is reached where, due to a lack of support or changing demographics, it is no longer practicable to continue operating a Group then it would be put into Recess closed or as outlined below.
1.6.15.2.	NOTICE OF INTENTION TO PUT A GROUP INTO RECESS OR CLOSE A GROUP
	As soon as the decision is made by the District to recommend to the Chief Commissioner to put a Group into Recess or to close a Group the District Commissioner through the line management system must complete Form <i>B10 Request to Chief Commissioner to put Group into Recess or Closure</i> , detailing what has been done to keep the Group open, reasons for Recess/Closure and if additional resources could be provided to keep the Group active. Once Form <i>B10 Request to Chief Commissioner to put Group into Recess or Closure</i> is completed it must be signed by both the District Commissioner and the Region Commissioner and then submitted, via the DCC Development, to the Chief Commissioner for approval. A Group is not considered in Recess or Closed until formally approved by the Chief Commissioner. No action on bank accounts, equipment, property, or members is to take place until formal approval is provided by the Chief Commissioner.
1.6.15.3.	GROUP ASSETS
	Group in Recess - The District may hold the property and assets; of a Group in Recess, in trust for a period of one year pending reopening of the Group. Particular attention is required to account for all Group finance and property in conformity with The Association's responsibility under the Collections Act 1966. Property and Assets may be held in Trust by the Branch Support Office if approved by the Chief Commissioner. Group Closure – assets are disposed as detailed below.
1.6.15.4.	SPONSORED GROUP
	If the Group is a sponsored Group then the written agreement of the sponsoring authority must first be obtained before action is initiated to put a sponsored Group into Recess or to Close it.
1.6.15.5.	YOUTH MEMBERS
	Wherever practicable, arrangements shall be made to transfer existing Youth Members to adjacent Groups. If no Group is readily available consideration should be given to transferring these Youth Members to ScoutReach until another Group may be found.
1.6.15.6.	LEADERS

	<p>Arrangements shall be made for each Adult Leader or Member by implementing one of the following administrative actions:</p> <ol style="list-style-type: none"> a. arrange a change of service to another Group; b. arrange resignation of an Adult Leader or Member not wishing to move to another Group.
1.6.15.7.	FINANCE
	<p>Urgent attention must be given to the defunct Group's finances, preferably while signatories to the various bank accounts are still available.</p> <p>If a Group is going into Recess, the operation of the bank accounts must be assumed by the District and the necessary bank signatures changed. Groups in Recess must continue to lodge annual audited financial reports with the Branch Support Office.</p> <p>If the Group is Closing, all bank accounts (including Section accounts) must be closed. An audited statement of accounts as at the Group closing date shall be forwarded to the Chief Commissioner through normal channels within four weeks.</p> <p>If signatories are available, bank balances shall be forwarded to the Branch Support Office along with the audited statement.</p> <p>If signatories are not available the following information shall be supplied to the Branch Support Office so that action can be taken to have the bank accounts closed and proceeds forwarded to the Branch Support Office.</p> <ol style="list-style-type: none"> a. Name of each account. b. Number of each account. c. Name and address of bank where account operates.
1.6.15.8.	GROUP PROPERTY
	<p>An inventory of all Group property with an estimated value of each item shall be prepared and forwarded to the Branch Support Office within four weeks of the Group Recess/Closure date.</p> <p>Whether a Group is put into Recess (i.e. temporary arrangement) or considered to be permanent (i.e. Closure), under no circumstances is equipment of any nature to be distributed to any other level of the Movement or Groups within or outside that District until such time as a formal recommendation has been made to, and accepted by, the Chief Commissioner.</p> <p>In instances where the Chief Commissioner allows distribution of equipment to occur, that equipment may be withdrawn at any time.</p>
1.6.15.9.	GROUP HALL
	<p>It is the responsibility of the District to secure the building, including grounds, until such time as a decision in regard to its future use is advised and approved by the Chief Commissioner.</p>
1.6.15.10	PROPERTY INSURANCE
	<p>The Branch Support Office will arrange for property insurance on the property of a closed Group only after the Chief Commissioner has approved the sale, disbursement or otherwise of the asset. Until that approval is granted, the District shall remain responsible for all debts incurred prior and to that point in time.</p>
1.6.15.11	USE OF BUILDINGS
	<p>Any proposal for the use of the in recess or closed Group buildings by other Scout formations such as another Group, or by the District as a headquarters or activity centre must be submitted to the Chief Commissioner for approval. Under normal circumstances it is not considered that Districts and Regions would receive such approval.</p>

1.6.15.12	DISPOSAL OF BUILDINGS AND OR LAND
	Proposals for the sale of any asset whether equipment, building or land, must receive the approval of the Chief Commissioner before proceeding. Proceeds from any sale will be forwarded to the Branch Support Office and applied to the development of Scouting for the benefit of Scouting throughout Queensland. In exceptional circumstances, a recommendation to the Chief Commissioner may be considered for an allocation of part of the proceeds.