

Venture Scout Executives

The Venture Scout Executive coordinates the running of the Unit. Once a Unit has two or more Crews it should also have a Venture Scout Executive to help run the Unit. The Executive consists of at least 4-6 Venture Scouts, who organise themselves with Scouter support.

Responsibilities of the Executive can be as follows:

- Ensuring a vibrant, challenging and exciting programme in keeping with the Scout Method
- To coordinate the Crews and ensure that the Unit's programme is delivered by the Crews.
- To coordinate the creation of a Unit Charter.
- To award badges to Venture Scouts.
- To administrate the funds and equipment of the Unit.
- To ensure the Unit participates in the decision making process in the Group.
- To work in partnership with the Venture Scout Programme Scouters.
- To ensure a balanced programme which caters for the individual learning objectives of all members of the Unit.
- Deal with disciplinary issues on a case by case basis with the support of Scouter team

The Executive is usually made up of the Crew Leaders and number of other Venture Scouts to make up a group of 4-6 people. Each person will take on a specific role on the Exec. How these roles are selected is at the discretion of the Venture Unit. They may be elected by all members of the Unit, or the Exec decides amongst themselves. In smaller Units the Venture Scout Crew and Executive may be the same.



Roles in the Executive:

Chairperson:

- Ensure meetings of the Venture Executive happen every 8 weeks.
- Have overall responsibility for the long term planning and key the Unit 'on task' with their plans.
- Ensure those that have taken on tasks follow through.
- Liaise with the Scouter Team to ensure support is received when required.

Secretary:

- Maintain a database of all members in the Unit.
- Ensure that all members are communicated with effectively.
- Manage social media accounts on behalf of the Unit.
- Circulate forms and other documentation when required.

Treasurer:

- Collection of subs (weekly/yearly).
- Collection of other monies for weekends and camps.
- Maintaining records of monies collected.
- Overseeing spending by the Unit.
- Ensure accounts of weekends and activities are presented to the Unit.

Programme Co-ordinator

- Helps coordinate the Unit Programme
- Supports activity leaders

Quartermaster

- Maintain a list of the equipment of the Unit.
- Examine the long term needs of the Unit in terms of equipment.
- Ensure the safe storage of equipment.
- Ensure that when equipment is loaned it is returned appropriately.



Meetings:

The Exec should have regular meetings, usually about once every two months. These meetings should be separate from weekly Unit meetings.

Suggested format for these meetings:

1. Crew reports: Each CL should give a summary of their Crew's review of recent activities and their ideas for new activities. The CL can also discuss how the Crew is working generally, and report on progress in Badges and Adventure Skills.
2. Unit Review: The Exec should complete their own review of the Programme, combining their 'big picture' perspective and the individual crew reviews. This can be more detailed than the ones carried out by the Crews.
3. Scouters Report: The Scouters should pass on relevant information from Group or County meetings. The Scouter can also talk about things that may have been discussed at Scouter meetings.
4. Planning: Now it is time to plan the next programme cycle. Use ideas from the crews and the review just completed, to make out a detailed plan for the activities of the next Programme Cycle (check for a sample and blank Troop Planner for copying below).
5. AOB: The 'Any Other Business' section of a meeting covers any other topics or points that need to be discussed. It allows people to bring up items which are of concern or interest to the Exec.

