



ENTURER



***UNIT COUNCIL
WORKBOOK***

The Scout Association of Australia



AN AUSTRALIAN SCOUT PUBLICATION

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VENTURER



UNIT COUNCIL WORKBOOK

UNIT _____

MONTH _____ 19 _____

TO

MONTH _____ 19 _____

A WORD – TO THE UNIT COUNCIL OFFICERS

The position you hold requires a good deal of time and effort on your part. The Council is responsible for the success or failure of the Unit.

As a chairman, secretary, treasurer or other officer of the Unit you will be expected to help the Unit members get the most out of the time they spend with the Unit.

You will receive guidance from your V.L. and from other adults associated with the Unit. This workbook will provide further support by helping you understand your job and by suggesting ways of organising your actions in the most productive manner.

You should read this book carefully and keep it handy for your meetings.

OFFICERS AND SPECIAL INFORMATION

ELECTED OFFICERS	NAME	ADDRESS	PHONE
Chairman			
Secretary			
Treasurer			
APPOINTED OFFICERS			
Venturer Leader			
Assistant Leader			
Assistant Leader			
GROUP COMMITTEE			
Chairman			
Vice-Chairman			
Secretary			
Treasurer			
DISTRICT VENTURER LEADER			
DISTRICT VENTURER COUNCIL			
Chairman			
Vice-Chairman			

GETTING ON WITH THE JOB

Here you are, a new officer of a Venturer Unit having just been elected.

Well, first of all, you are to be congratulated. You have been elected to office because the members of your Unit feel sure that you can and will do a good job in the position, and because you feel confident in your ability to work hard to help the Unit succeed.

Now that you have a little time to sit back and take a look at your job, let's find out what is available to help you.

The most important assistance you can get is from your V.L. and together with the assistant leaders will be on hand to help you understand your job and to do it well. They will also be able to steer you to a variety of other adults who can provide additional resources designed to make your job more interesting and easier to handle.

For any of the officers of the Unit this book is a helpful working tool and you should use it regularly. Also, you will find the **Secretary's Record Book**, the **Treasurer Record Book** and the **Unit Log Book** will aid those of you who fill the secretary, treasurer or historian's positions in the Unit. All members should have a copy of the **Venturer Handbook** as a personal guide to all aspects of Venturing.

While all these aids are available and your V.L., assistants and resource people may be called upon, it still comes right down to the fact that no matter what your job in the Unit is, it's really up to you to see it all gets done.

UNIT COUNCIL MEETINGS

A Council meeting is one of the most important meetings held in the Unit. It should be held on the same day each month (e.g., first Monday), preferably early in the month and ahead of any of the full Unit meetings scheduled for that month. Holding it early allows the officers to double check any program arrangements for the current month.

Select a day and time for the meeting when all the officers, the V.L. and assistants can attend. Activity leaders or resource people involved in activities in the current month should be invited to attend.

However, don't hold meetings if you don't need them. Make sure you have a sufficiently weighty agenda before asking the officers to devote their time and energy to considering agenda subjects. This should be discussed with your V.L. You may find you only need a brief meeting, say ten minutes, and this could take place before or after a Unit meeting or at school.

Unit Council meetings should run long enough to do a thorough job. Interest will begin to drop if meetings run longer than two hours.

Hold meetings in comfortable, informal surroundings such as the home of the leaders, or one of the officers. Try to avoid interruptions and end the meeting with simple refreshments.

GETTING ON WITH JOB cont.

BEFORE THE COUNCIL MEETING

Because the chairman presides at the Council meeting, the chairman is responsible for the meeting agenda. Working closely with the V.L., the chairman:

1. Checks all the items of unfinished business from the minutes of the last meeting.
2. Reviews suggested agenda items he/she has received from the V.L., other officers and members.
3. Lists the essential reports, the unfinished and new business on the current month's Unit meeting agenda.
4. Adds any follow-up action on assignments from the previous month's agenda and lists reports to be given by officers on those assignments.
5. A few days before the meeting, contact those people listed on the agenda together with any guests, reminding them of the date and time of the meeting and also what is expected of them.

All officers should be sure their assignments are up-to-date. Check work sheets from the last meeting and see that all items have been attended to or can be reported on.

When an officer's assignment is on the agenda for the current meeting he should be so informed and have a written or oral report ready.

AT THE UNIT COUNCIL MEETING

Be on time – The best meetings start on time – everyone should be punctual. When an officer expects to be delayed or absent he/she should contact the V.L. or the chairman in advance.

Be enthusiastic – Informality and good humour will help the meeting along and make it enjoyable. The V.L. and all officers should make their views known and encourage others to do the same.

Use you workbook – The chairman should conduct the meeting using the agenda in this workbook as a guide. Officers should have their copy of the workbook with them at the meetings and should use them to record notes and assignments.

AFTER THE COUNCIL MEETING

After the meeting each officer should start work on his/her assignments as soon as possible. Prompt completion of assignments creates self and collective confidence and enthusiasm. Failure to complete assignments fouls up the whole gang. Any executive group is a team and like all successful teams everyone has to do his/her own job well for the team to be successful.

THE UNIT CHAIRMAN

You may be known as the president, or the chairman, or your Unit may choose some different form of title, but regardless of the title you have you will be the senior elected officer of your Unit and it will be to you that the members look for advice and guidance and the smooth operation of the Unit affairs.

You will have a number of capable officers on your executive team and all will be concerned with providing fun, fellowship and active programs for all the members. You will have a V.L. who will work closely with you, also perhaps an assistant leader to help make your job easier to handle. In addition, you must try to achieve good communications with all the members and see that good relationships exist at all times.

Being on top of things at all times is also important and if your officers are doing their job this will come easy. The officers should keep you posted on all major happenings within the Unit and may do this at regular council meetings or informally between meetings, if, however, you feel some things are taking place that you are not fully aware of, check them out. Or if something isn't happening that you feel should be, follow it up.

Among your major responsibilities are the Unit Council and Unit meetings. You must prepare for them carefully. For the Council meetings you should consult pages 6-7 in this book.

- 1) Check the minutes of the last meeting.
- 2) Know who is responsible for each activity.
- 3) Follow up each assignment with the appropriate officer.
- 4) Encourage each officer to be accountable for his jobs.

- 5) Develop an agenda for each meeting.
- 6) Review the agenda with the V.L., other officers and activity leaders.
- 7) Open and close the meeting on time.

Similarly, for Unit meetings you should consult page 23 in this book.

- 1) Review items of unfinished business.
- 2) Review future plans.
- 3) Develop an agenda – remembering that good unit meeting is short on business and long on activity.
- 4) Review the agenda with the V.L., other officers and activity leaders.
- 5) Preside over the business portion of the meeting.
- 6) Turn the activity portion of the meeting over to the activity leader in charge.
- 7) Open and close the meeting on time.

One of the most important areas of concern for you is to develop a good relationship with your V.L. He/she can offer all kinds of help and useful advice so make sure you listen to him/her carefully. Talk over your leadership problems and ways you see for improving the unit with him/her. Let him/her see that you are interested in what he/she has to say. Always question advice and comments you don't understand. Your V.L. will respect your concern.

THE UNIT CHAIRMAN

Give honest and sincere considerations to the suggestions of the officers and members and try to carry out those legitimate suggestions that seem to be of importance to the members.

Delegating is an important skill to learn. You cannot do everything yourself and you shouldn't try. Make sure every member has something to do and is given the trust and responsibility to do it. Offer any advice or assistance required but let the members have enough room to get the job done. If the members feel you trust them they will be enthusiastic about their assignments and do a great job.

Your ability to communicate with the officers and members is very important. The following suggestions will help:

1) Be definite about the assignments you make.

2) Keep officers and activity leaders informed of what each is doing.

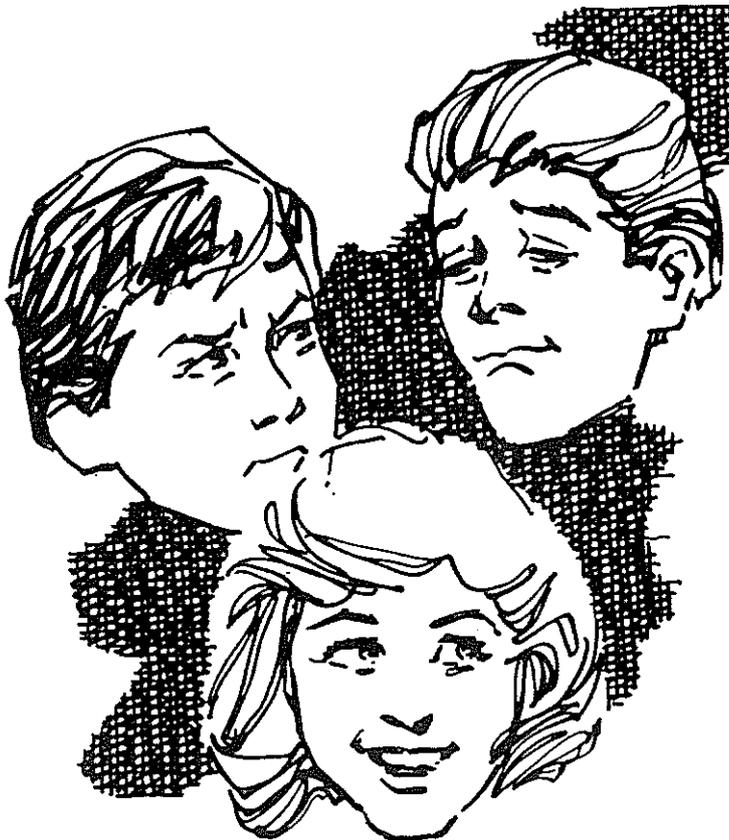
3) Make sure all meetings and activities are well promoted.

4) Give credit where credit is due.

5) Represent your Unit in a positive way at all times and in all situations. You will get best results by suggesting, reminding and urging that jobs be properly done.

As the Unit Chairman much will be expected of you. Approach your job with dedication, believe in it, be enthusiastic.

Good communication, and good relationships will make the difference between a good unit and a really great one.



UNIT MEETINGS

Business arising from the minutes – The chairman should check the minutes before the meeting and note any items requiring further discussion. If these items are to be dealt with in the report to follow, this should be stated, if not, they should be dealt with at this time.

Reports – The treasurer's report should be made now and should be a simple statement of income and expenditures since the last report and an indication of the present balance in the account. Other officer's reports should follow. The Unit historian may wish to report on an aspect of the last campout or an activity leader may have a word to say about the committee that is at work planning a canoe trip for next month.

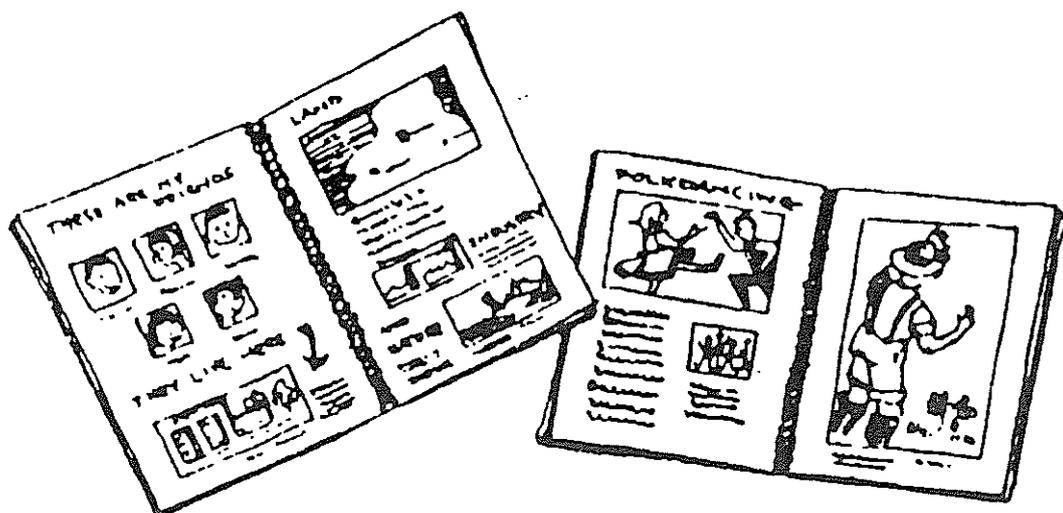
New business – The meeting can then consider new business either from the officers or the members. The V.L. may wish to remind the members that the annual election is coming up next month. A member may wish to propose issuing an invitation to a neighbouring Unit to join in a weekend camping trip or the treasurer can take this opportunity to remind the members about the payment of dues.

Projects and assignments – If this is the last business meeting of the month or perhaps the only business meeting the Unit holds in the month, then the activities for the next month should be announced. Activity leaders should have an opportunity to promote any events they will be running and to urge full participation. Ideas for future activities can be noted by the chairman to be considered at the next meeting of the Unit Council.

V.L. remarks – In addition to his/her participation in the meeting, the V.L. should make some comments to the meeting at this time. They may consist of a simple commendation on a well conducted meeting, relate to Unit morale or be in support of a worthy service project.

Closing the meeting – The chairman can close the meeting at this point or later, depending on the type of program to follow. If this has been a full evening business meeting, then a closing will be in order. If a guest is to speak to the members, the closing could be held back until after the talk has been given. Arrange to thank the guest for his/her contribution and extend an invitation to return, if appropriate. If the Unit is leaving to go out on a project, it would be appropriate to close before the members start off on the project. Again the closing is up to the members, a simple 'meeting adjourned', a brief prayer, or the lowering of the flag – any one would be in order.

Activity time – The chairman turns the meeting over to the appropriate activity leader. The activity leader proceeds to outline the program item or introduces the speaker, or rounds everyone up to go out for the project.



AGENDA
UNIT COUNCIL MEETING

MONTH

Place _____ Date _____ Time _____

Call meeting to order, introductions etc. Presiding _____

Minutes of last meeting _____

Reports and business from last minutes

New Business

Project assignments (reports at next meeting)

V.L.'s remarks

Next meeting:

Place _____ Date _____ Time _____

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Reports and business from last minutes

New Business

Project assignments (reports at next meeting)

V.L.'s remarks

Next meeting:

Place _____ Date _____ Time _____

UNIT MEETINGS

Unit meetings will take on a number of different patterns of operation with the only similarity being that, for the most part, they will be held weekly.

For some Units, each meeting will begin with a brief business session in which all would participate. This session would probably last no more than fifteen or twenty minutes and would include a reading of minutes, discussion of reports, an accounting of the Unit's finances and assignment of duties for future projects or activities.

The activity part of the meeting follows the business meeting, and can last from an hour to three or four hours, depending on the program.

Another popular form that meetings can take is where the Unit has one full meeting each month to take care of the Unit business, leaving the other meetings of the month for activities.

In this case, the business meeting will be similar to the one above. The matter of future projects will be discussed in some depth and planning done for the whole month rather than for just next week.

The chairman is in charge of the Unit meeting's agenda, presiding over the business part, turning it over to the activity leader, who will conduct the activity, and then taking over again for the closing.

Preparations for the meetings should be fairly simple. The chairman fills out the agenda in the workbook, and then checks with everyone listed to make sure they are prepared.

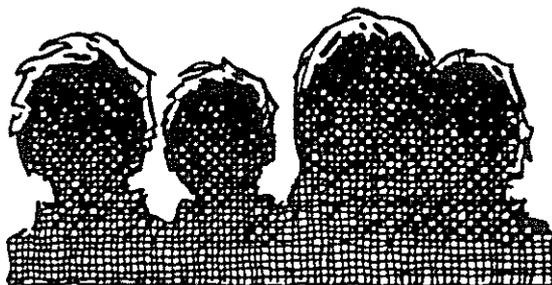
To help everyone do his/her part, here are a few suggestions for the chairman.

Opening the meeting – The Unit should decide the type of opening for the meetings. It can be a simple call to order, a short prayer, reading of the Venturer Promise or the unfurling of the Unit flag. Start the meetings on time. Establish this as a practice and most of the members will also be on time.

Welcome new members – Offer a word of welcome to the new members of the Unit and make their first official meeting with the Unit a pleasant one.

Introduce any guests – There may be one or more guests attending the meeting, either as prospective members, as speakers or resource people who are helping with the activity later in the program, arrange to introduce them, thank them for coming and make them feel welcome.

Minutes of last meeting – Call upon the secretary to read the last meeting's minutes and have them approved by the members. On occasion minutes may be taken as read and approved.



AGENDA
UNIT MEETING

MONTH

Place _____ Date _____ Time _____

Call meeting to order, introductions etc. Presiding _____

Opening ceremony (if desired)

Reports and business from last minutes

New Business

Promotion of future activities

V.L.'s remarks

Project or activity for this meeting Project/Activity Leader _____

Next meeting:

Place _____ Date _____ Time _____

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V.L.'s remarks

Project or activity for this meeting Project/Activity Leader _____

Next meeting:

Place _____ Date _____ Time _____

UNIT COUNCIL TRAINING AND PROGRAM PLANNING

Most Units will have an election of officers annually with the new officers taking over their duties from the old and taking on the responsibilities of guiding the Unit through another year of activities and events.

In order for this transfer to take place smoothly and with the least amount of upset the V.L. will normally conduct a session, annually, of officer training and program planning.

If activities commence in February, as most do, it would be advisable for the election of officers to take place before that date, say by mid December. Immediately following the election, the new officers should meet with the V.L. and set a date to spend some time together to become familiar with their duties and to plan for the future programs of the Unit.

If it is not possible to do this before the new season starts, the session could take the form of the first four Unit meetings. If the Unit is small, the session could include all the members rather than just the officers, V.L. and assistants.

One of the most important functions of this session, is the development of programs for the coming year.

The pattern for the planning part of the session will vary with each Unit, but it could include such things as:

- 1) A complete review of last year's activities and a listing of those items to be repeated;
- 2) A listing of suggestions from the members over the last few months;

- 3) A brainstorming session where every idea, no matter how far out, is listed and then reviewed to see what is practical or should be tried;
- 4) A look at each individual's progress, to see what type of activities are required to help members earn certain awards;
- 5) A look at co-ed activities to see if more should be planned and how they will fit the schedule;
- 6) A look at what other Units are doing to see if any activities could be carried out jointly (see section on District Annual Program Sharing Session).

Planning is important to any Venturer Unit and if done well at the start of the season can mean a smooth operation of many exciting activities for the members.

The end result of your program planning session should be similar to the sample Annual Activity Work Sheet.

This sample program for one year is a rough outline of what you have decided to present to your Unit as the program for the coming year. It contains many month by month activities, some major activities and one super activity.

The blank activity work sheets should be filled in more permanently when the members have accepted the program the officers have put before them. The program can and should be adjusted to suit the members' needs or other circumstances that may arise later in the year.

PLAN AHEAD

PLANNING – MONTH BY MONTH

There are really two parts to the month by month planning procedures and both parts appear in the monthly meeting agenda.

The first part is under old business – the double checking of the activities for this month. Reports should be received on the plans for this month's events. The plans will either be approved or changed to suit any last minute developments and then approved. Take care that the changes are not so drastic as to completely change or upset the event.

The second part involves the new business of your agenda and deals with the selection of the next month's activities. Some of the activity ideas for next month should already be listed on your Annual Activity Work Sheet which was drawn up at the Unit Council Training Program Planning Session.

From the basic outline more detailed plans should be drawn up as a result of talking to the members and other officers and these plans should be ready for discussion at the Unit Council.

Following discussion and the noting of any changes, activity leaders may form working committees so that the program for the following month can be carried out. For details on activity leaders see your Venturer Handbook.

From this meeting a program should arise for next month. It should be in a form that can be

promoted at the next Unit meeting by the activity leader responsible for each event.

In making the choice of activity leader look not only for leadership ability, but also some skill or knowledge of the type of event, and some enthusiasm for the activity.

For any event, the activity leader should be briefed by a council member on such details as:

- 1) The nature of the event
- 2) The date and place the activity will be held.
- 3) Suggestions as to how that activity should be carried out.
- 4) Suggestions as to which resource people can provide some form of help.
- 5) Any cost that may be involved and how it should be covered.
- 6) Suggestions as to which members of the unit the activity leader could consider for his/her planning committee.

Each activity leader should be given a copy of the activity budget sheet as shown in the Treasurer's Record Book, and should be advised by the treasurer on its use.

The V.L. and the Unit Council should assist the activity leaders in every way possible, while allowing them enough freedom to do the job in their own way.

DISTRICT ANNUAL PROGRAM SHARING SESSION

It's a good idea for all Units in a District or Area to meet together once a year to share ideas and review each other's programs.

With each Council having met for their Unit Council Training and Program Planning Session and having their twelve month program roughed out it becomes a simple matter to have all Units (or representatives from each Unit) get together for an evening or a day and share their plans and look for areas of joint activity or mutual co-operation.

The plans made at the Unit planning session should be flexible enough to allow for this type of activity and these opportunities should not be overlooked.

In a small District all members of all Units could attend, but in large districts it may be advisable for only chairmen, selected Unit officers, V.L.'s and assistants to attend.

At the sharing session be prepared by having all activities listed on a large sheet of paper month by month and have it displayed so that all can see it. Slides, photos or movies of past Unit events could also be shown. The Unit representative should be ready to talk about any item listed and how it will be carried out.

The District program sharing session can be a lot of fun, provide great program ideas, help arrange inter-Unit activities, a District-wide event, and also provide the opportunity of making many new friends.

ANNUAL ACTIVITY WORK SHEET

Date	Activities	Resource Person or Place
Month		
Month		
Month		
Month		
Month		
Month		

ANNUAL ACTIVITY WORK SHEET

Date	Activities	Resource Person or Place
Month		
Month		
Month		
Month		
Month		
Month		

THE MAJOR ACTIVITY

Have you held at least five good activities this year?

Have you held a major activity this year?

In posing these questions it is hoped that each Unit will try to build into its program opportunities to answer them in the affirmative.

Good activities can be considered as weekend camping trips, canoe trips or activities with another unit. They could also take the form of a dance planned and operated by the Unit or a significant service project for the community or a group within the community.

The activities should be special being more than the usual type of activity or they should have some special part built in so that the members really gain from having participated.

Major activities should be even more special and may require extensive planning over a long period, such as a Unit preparing for and making a week-long trip to another State for a skiing expedition or to go mountain climbing or sailing.

If the Unit is more of a special interest Unit with cars as the major interest then the major activity could be that of attending a sports car rally in another state and the preparation required to carry out such an activity.

The Group Committee should be advised of the plans for the activity and their approval obtained. This is not only good policy, but it can mean that the members of the Group Committee may be able to help with suggestions in the planning or financing of the event.

Most major activities cost money and the event may be financed by the member paying the required amount themselves. If funds are required plans must begin early using an approved method of raising money. The Unit treasurer may find it helpful to set up a special account for the event so that his/her accounting for the major event is kept separate from regular Unit financing.

A planning work sheet should be used, and could take the form of that shown on page 41. The sample sheet on page 40 will show how this can be done and how planning for the big event can form part of many of the regular Unit meetings. The sample work sheet allows for a full twelve months to plan the activity. This should be enough for most major events.

If a large amount of money is required and must be raised (say for a trip to another country) sufficient time must be allowed to raise the required funds.

Remember also that when planning the annual program all the items of the major activity should appear in the appropriate place and of course become a part of the annual program. This is important. Failure to do so may mean that in working through the regular annual program enough support may not be given to the major activity.

In planning a major activity, use all the help available from the Group Committee members and from resource people. Check out any travel regulations at your Branch office and apply for a Tour Permit and an International Letter of Introduction when travelling out of the country.

MAJOR ACTIVITY PLANNING SHEET

Once the unit decides on a major activity, a leader and activity committee is appointed to plan, organise, and conduct it. Plans, when completed, are scheduled on this work sheet month by month to ensure effective preparation. Double-check this schedule to make sure you have a complete and logical pattern that will enable you to avoid that last-minute rush.

Major activity _____ Date(s) _____

January

July

February

August

March

September

April

October

May

November

June

December

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