



Checklist for Group Commissioners & Group Committee Activities

The checklist below is a support tool for both Group and Area Commissioners. It provides a month-by-month breakdown of key items that Group Commissioners should consider. It will help the effective management, growth and well-being of their Group.

August

PROGRAM

- Ask Section leaders identify resource needs (finance, materials, etc.) for the year's program activities
- Convene a program planning meeting with Section leaders to prepare framework for yearly plan using the National Program Standard document as the planning tool
- Obtain and distribute training information to Section leaders
- Check that youth /leader ratios required by Scouts Canada will be met, if not focus on recruiting more leaders
- Provide a Group health report to your Area Commissioner covering previous year's activities (what worked well, what did not work well, what challenges you have)

ADMINISTRATION

- Convene first Group Committee meeting
- Confirm school permit has been received
- Co-ordinate preparation of recruitment plans such as youth and parent nights, school talks, flyers
- Ensure a Group budget is prepared for the new Scouting year
- Co-ordinate Group's fundraising plans or make sure these are set in motion
- Organize youth registration meeting/night
- Ensure that screening interviews and reference checks for new volunteers are done promptly and not delayed
- Send in outdoor forms (May - August) to Council office
- Ensure that all registrations documents received by the Group are being entered into the MMS as received

September

PROGRAM

- Check that each Section has prepared a year-long overall program plan (using the National Program Standard document as the planning tool will help ensure Scouts Canada Program Quality Standards)
- Check that each Sections has completed detailed program plans for the first 3 months period (September - November) and assist where needed (check youth were involved in preparing plan); do this with section leadership teams to ensure quality check
- Assist leaders to prepare personal training plans as needed
- Help with the orientation of new volunteers
- Visit Section meetings to monitor program quality (use 5-Minute Group Health Check form)

- Coach leaders, as needed
- Promote training or organize mentoring
- Provide a Group health report to your Area Commissioner (what's working, what's not and what your group needs help with)
- Check that youth /leader ratios required by Scouts Canada will be met

ADMINISTRATION

- Make sure Registrar knows about every individual participating in the Group's activities and that they have been registered
- Help with organizing the orientation of new volunteers
- Ensure that screening interviews and reference checks for new volunteers are done promptly and not delayed
- Confirm/appoint Apple Day and Popcorn Coordinators
- Co-ordinate preparation of recruitment plans such as youth and parent nights, school talks, flyers
- Ensure plans/budgets for camps, day camps & special events are approved by Group Committee
- Hold Group Committee/Section leader meetings
- Ensure Treasurer prepares a Group Financial Statement for the past year, has it reviewed by the Group Committee and by an independent party, for inclusion with the registration package
- Ensure all registrations documents received by the Group are being entered into the MMS as received and are made ready for designated Area registration night. Do not delay package because of outstanding forms.

October

PROGRAM

- Visit Section meetings and promote recording of Section activities on the National Program Standard document
- Assist with supervision of new leaders and identify items needing assistance
- Coach leaders, as needed
- Promote training or organize mentoring
- Identify leaders deserving recognition and arrange for recommendation to be written up
- Provide a Group health report to your Area Commissioner (what's working, what's not and what your group needs help with)

ADMINISTRATION

- Make sure Registrar knows about every individual participating in the Group's activities and that they have been registered
- Oversee activities for Apple Day and for popcorn sales
- Ensure Group Financial statement for the past year was submitted with the registration package, if not follow up and have it submitted to the Council Office
- Continue to oversee recruitment for youth and adults as needed
- Monitor supervision of new leaders
- Ensure plans/budgets for camps, day camps & special events are approved by Group Committee

- Hold Group Committee/Section leader meetings

November

PROGRAM

- Check Sections have completed detailed program plans for the next 3 months period (December – February) and assist where needed (check youth were involved in preparing plan); do this with section leadership teams to ensure quality check
- Visit Section meetings to monitor program quality (use 5-Minute Group Health Check form)
- Coach leaders, as needed
- Promote training or organize on-the-job training
- Recognize volunteers in your group by nominating them for a Scouts Canada award, assist with the preparation of recommendations as needed
- Assist with supervision of new leaders and identify items needing assistance
- Provide a Group health report to your Area Commissioner (what's working, what's not and what your group needs help with)

AMINISTRATION

- Verify that everyone attending meetings is registered and payment has been submitted to Scouts Canada
- Ensure Apple Day coordinator submits report in timely fashion and Popcorn coordinator sends in Group order in time
- Continue to oversee recruitment for youth and adults as needed
- Check recommendations for recognition are being prepared/sent in
- Send in outdoor forms (September – November) to Council office
- Ensure plans/budgets for camps, day camps & special events are approved by group committee
- Hold Group Committee/Section leader meetings

December

PROGRAM

- Visit Section meetings to monitor program quality (use 5-Minute Group Health Check form)
- Coach leaders, as needed
- Provide a Group health report to your Area Commissioner

AMINISTRATION

- Continue to oversee recruitment for youth and adults as needed
- Check, during first week, that recommendations for recognition have been submitted
- Ensure plans/budgets for camps, day camps & special events are approved by group committee
- Hold Group Committee/Section leader meetings

January

PROGRAM

- Visit Section meetings to monitor program quality (use 5-Minute Group Health Check form)
- Coach leaders, as needed
- Promote training or organize mentoring
- Provide Group health report to your Area Commissioner

ADMINISTRATION

- Continue to oversee recruitment of youth and adults, as needed
- Ensure plans/budgets for camps, day camps & special events are approved by Group Committee
- Hold Group Committee/Section leader meetings

February

PROGRAM

- Visit Section meetings to monitor program quality (use 5-Minute Group Health Check form)
- Check Sections have completed detailed program plans for the next 3 months period (March - May) and assist where needed (check youth were involved in preparing plan)
- Coach leaders, as needed
- Provide Group health report to your Area Commissioner

ADMINISTRATION

- Continue to oversee recruitment of youth and adults, as needed
- Send in outdoor forms (December - January) to Council office
- Ensure plans/budgets for camps, day camps & special events are approved by Group Committee
- Hold Group Committee/Section leader meetings

March

PROGRAM

- Visit Section meetings to monitor program quality (use 5-Minute Group Health Check form)
- Confirm which Section leaders are returning for next year, initiate recruitment of new leaders as needed
- Coach leaders, as needed
- Provide Group health report to your Area Commissioner

ADMINISTRATION

- Continue to oversee recruitment of youth and adults, as needed
- Ensure request for school permit is submitted
- Check which Group Committee members are continuing next year, recruit new members as needed
- Ensure plans/budgets for camps, day camps & special events are approved by Group Committee
- Hold Group Committee/Section leader meetings

April

PROGRAM

- Visit Section meetings to monitor program quality (use 5-Minute Group Health Check form)
- Check Sections have completed detailed program plans for summer period (June – August) and assist where needed (check youth were involved in preparing plan)
- provide Group health report to your Area Commissioner

ADMINISTRATION

- Continue to oversee recruitment of youth and adults, as needed

- Plan for participation in ScouTrees, either as a fund-raising or an environmental activity
- Conduct year-end review of Section programs against the National Program Standards by evaluating activities completed by each Section against the National Program Standard program document
- Ensure plans/budgets for camps, day camps & special events are approved by Group Committee
- Hold Group Committee/Section leader meetings

May

PROGRAM

- Start preparations for next year's long-range plan
- Continue to oversee recruitment of youth and adults, as needed
- Provide Group health report to your Area Commissioner

ADMINISTRATION

- Continue to oversee recruitment of youth and adults, as needed
- Confirm Group Registrar for next year is recorded in the MMS
- Encourage early registrations for next activity year, if your Group does this
- Review succession plans for Group, do a final check on returning leaders and start recruiting new adults as needed
- Check that youth/leader ratios will be within guidelines
- Set date for first Group Committee meeting in August
- Coordinate Group year-end event, including in-Group recognition
- Send in outdoor forms (February - April) to Council office
- Ensure plans/budgets for camps, day camps & special events are approved by Group Committee
- Hold Group Committee/Section leader meetings

June

PROGRAM

- (none)

ADMINISTRATION

- Continue to oversee recruitment of youth and adults, as needed
- Start screening of new volunteers (PRC, interview, reference checks) during summer if possible

July

PROGRAM

- (none)

ADMINISTRATION

- Continue to oversee recruitment of youth and adults, as needed
- Start screening of new volunteers (PRC, interview, reference checks) during summer if possible