

Basic Group Administration Course

April 5 & 12, 2003

Some of the Topics to be covered, listed alphabetically.

- 1) Adapting to change
- 2) Administrative Responsibilities
- 3) Age appropriate programs and outings
- 4) Charter - what it is and renewals
- 5) Communications
- 6) Financial Responsibilities - Protection of Treasurer, Scouters, Group.
- 7) Fund Raising
- 8) Group Membership - Roles of Executive, Section Scouters, Group Scouter
- 9) Growth & Retention
- 10) Honours and Awards
- 11) How to keep Group meetings to an hour or less
- 12) Insurance
- 13) Interviews
- 14) Planning - Long term, Medium term, short term
- 15) Program Responsibilities
- 16) Record Keeping
- 17) Recruitment - 6 easy steps
- 18) Resources
- 19) Risk Management - Camping/Outdoor Activity Guide