

# Module 20

## Administration (Managers)

Relevant to:  
Managers  
Other Supporters  
eg ACC (activities), (international)  
etc

### Description

The records and procedures necessary to effectively administer a Group, District or County.

### This means:

- keeping relevant records
- maintaining records in the manner required by the law
- keeping accident records
- handling finances according to the rules of The Scout Association and the law
- understanding and supporting the role of Chairmen, Secretaries, Treasurers and other administrators.

### Questions

- Do you know what records must be kept and why?
- Do you know how finances must be handled and The Scout Association rules as well as the law regarding finances?
- Do you know what records must be kept about accidents?
- Do you know how the Data Protection Act affects record keeping?
- Do you know what the roles and responsibilities of Executive Chairmen, Secretaries and Treasurers are?

### Delivery methods

- One to one
- Course
- Small group
- Management game

### To validate this module the learner will need to complete two of the following:

- 1 Show evidence that correct financial procedures have been followed in your Group/District/County (OC N Unit G 2 .1)
- 2 Effectively brief a new Chairman, Secretary or Treasurer on the administration needed for your role.
- 3 Outline the correct insurance arrangements necessary for activities, property and events. (OCN Unit G 4.1)
- 4 Show that you have procedures in place at the Group/District/County level in the event of an accident.
- 5 Explain how The Scout Association's *Policy, Organization and Rules* (POR) sets the framework for the organization and thereby dictates certain administration procedures. (OCN Unit G 5.1)
- 6 Use POR to identify the administration responsibilities and requirements for your own role and the roles of those you manage. (OCN Unit G 5.2)
- 7 Any other ideas, subject to agreement with a Training Adviser.

**And:**

Maintain accurate and appropriate Group/District/County records, list and describe the records that you are maintaining and their uses. (OCN Unit G 1.1 and 1.2)

**Open College Network**

This module forms the whole of the OCN unit *Administration for Managers*.