

Module 11

Administration (Section Leaders)

Relevant to:
Section Leaders
Assistant Leaders
Section Supporters
eg (ACC (section))
Section Assistants

Description

The records and procedures necessary to effectively administer a Section.

This means:

- keeping accurate records about Section members
- handling the finances according to the rules of The Scout Association and the law
- maintaining records in the manner required by the law
- understanding the insurance arrangements for Section activities.

Questions

- Do you know what records must be kept about Section members and why?
- Do you know how Section finances must be handled, what the rules are for Section finances and the reporting required to the Group Treasurer?
- Do you know what records must be kept about accidents?
- Do you know how the Data Protection Act affects record keeping in the Section?

Delivery methods

- Workbook
- Course
- Small group
- One to one.

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

- 1 Provide evidence that you follow procedures in keeping financial records.
- 2 Describe The Scout Association's insurance cover for adults and young people.(OCN Unit F 3.1)
- 3 Demonstrate accurate and appropriate maintenance of records for your Section. (OCN Unit F 1.2)
- 4 Outline the financial responsibilities and procedures of your Section and Group (or Unit for Explorer Scouts or Network for the Scout Network). (OCN Unit F 1.3)
- 5 Outline the provisions of the Data Protection Act as they affect record keeping in your Section. (OCN Unit F 1.4)
- 6 Explain the benefits of and methods for effective communication with parents and other Members of the Group Council (or District Scout Council for Explorer Scouts or County Scout Council for the Scout Network). (OCN Unit F 2.1)
- 7 Any other ideas, subject to agreement with a Training Adviser.

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This module forms the whole of the OCN unit *Section Administration*.