

# **Group Committee Checklist**

1. Does the Committee have a copy of “Policy, Organisation, and Rules”?
2. Are all the members aware that the important job of the Committee is to assist the Group Scouter with the administration of the Group?
3. Does the Committee send a letter of welcome to the parents of new members and follow it up with a personal visit?
4. Do the parents play a full part in the life of the Group?
5. Has the Committee prepared a budget for expected expenditure based on the Group Scouters’ Council priorities?
6. Has the Treasurer been authorised to make prompt payment of regular expenses?
7. Have all Group/Branch accounts three or more signatories, and is one of them the Provincial Manager?
8. Does the Group have a development programme?
9. Has ALL the necessary training equipment been provided?
10. Does the Group have a Quartermaster?
11. Is the insured value of Group HQ and equipment realistic considering present-day replacement costs?
12. Do the members of the Committee take a full and active part in Group and District activities?
13. Does the Group have a newsletter, bulletin or other means of passing on news and information?
14. Does the Group have an Information Officer?
15. Is the Group HQ a credit to the community?
16. Does the Group have adequate social activities?
17. Are the Group’s public relations such that the community is aware of the Group?
18. Does the Group take a leading part in the life of the community?
19. Does the Committee help to find adult leaders?
20. Does the Committee make enough use of subcommittees?
21. Has the Committee (with Scouter approval) visited the Branches?
22. Can the Committee give the lead with enthusiasm and optimism?

This checklist is designed for one purpose only, and that is to assist the Group Committee to evaluate its job and help to build a strong, prosperous Scout Group.