

# Activities

## On-going, through the year

Monitor budget

Ensure any fundraising activities assumed in the budget take place

Review the risk register

Ensure that the group is compliant with POR and specifically policies and procedures with regard to safety, safeguarding, data protection, equality/diversity/inclusion and other key policies (see “more about POR”)

Work with the lead volunteer to ensure that the Charity is meeting its aims.

Ensure that the Group is appropriately championing Our Volunteering Culture

Manage relationships with District, County (as appropriate)

Ensure expert advice is sought where appropriate (e.g. managing buildings)

Agree dates/times and locations for meetings, agenda items for meetings, distribute draft minutes and agree final meeting minutes. Ensure that actions are recorded and carried out.

Review with the lead volunteer any KPIs or plans which affect “strategy, performance and assurance”. This may include ensuring that the volunteers are providing an appropriate Scout programme which gives young people skills for life.

Be aware of any possible conflicts of interest.

Establish any sub-committees

## Annually

Review the Governing document and ensure that the constitution is up-to-date. Re-adopt the constitution at the annual AGM

Agree with the Group Lead Volunteer the format and agenda of the AGM/ Scout Council meeting

Agree with the Group Lead Volunteer the resources/responsibilities to provide records of Trustee meetings, arrangements for meetings etc

Advertise the AGM at least 4 weeks in advance

Hold appointment process for Trustees, if any have resigned during the year and require replacing (as per three year activities)

Co-opt Trustees for a 1 year term as necessary, following the AGM

Hold appointment process for young people to be on the Board of Trustees following the AGM

Create the annual report and statement of accounts and have the statement of accounts independently audited

Submit annual account and update details of the charity with the Charity Commission

Agree budget and review any policies with respect to reserves and how the budget is managed by the volunteer team

Refresh the risk register

Following submission of the annual return to District, track the Group's equality /diversity /inclusion as appropriate.

Ensure that the group securely holds records including property, insurances, registration(s), equipment (e.g. operating instructions/procedures)

Ensure that all building and equipment are well maintained

Ensure that any annual partnership agreement is reviewed/renewed at the AGM

Ensure that any tenancy agreement is reviewed/renewed, in consultation with District

### **Three-yearly**

Hold appointment process for Trustees

Appoint Trustees for a three year term at the AGM

Record trustees on the membership system

Record trustees with the Charity Commission

Undertake Inductions and Trustees to undertake essential training and additional Trustee training (on-line) and record their training