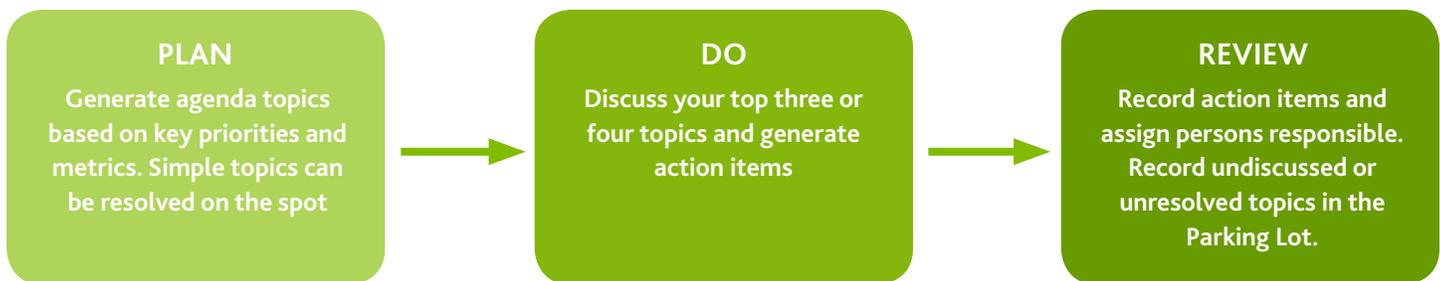


GROUP COMMITTEE MEETING WORKSHEET

This worksheet uses a tactical format for Group Committees who want time-efficient meetings that focus on key priorities and objectives. This format uses the Plan-Do-Review approach to quickly generate key relevant and timely agenda topics, and to develop actionable items.

Who should attend Group Committee meetings?

Group Committee members, minimum one Scouter from each Section and senior youth from each Section. Parents should also be welcome.



Part 1: Generate agenda topics based on key priorities, opportunities and challenges.

- This is a brainstorming activity – there are no wrong topics. The point is to move quickly.
- Check each key priority for opportunities or challenges. It's okay if there are none.
- Reports should be distributed in advance of the meeting.
- Resolve simple topics on the spot.
- Record topics that require a side conversation or that are outside the scope of the meeting in the Parking Lot.
- Dismiss irrelevant or uncontrollable topics.
- Record topics that are within your Group's control as tactical agenda items.

Part 2: Discuss your top three or four topics and generate action items.

- Spend five to ten minutes discussing each topic.
- Keep the conversation focussed on creating action items for the topic at hand.
- Allow for ten minutes to discuss questions from reports.
- Record action items and persons responsible.
- Record unresolvable topics or meaningful tangents in the Parking Lot.

Part 3: Review and delegate action items.

- Review the action items with the Group and ensure that persons responsible understand their tasks.
- Review Parking Lot items and assign follow-up if necessary.
- Commit to distributing the list of action items to all committee members in a timely fashion.

What about administrative responsibilities such as finances, sponsor relations and equipment?

These are important subjects that should be discussed within the context of program quality. Reports on these subjects should be distributed electronically well before the Group Committee meeting starts. If the contents of those reports affect program quality then they need to be discussed.

Group Committee Meeting Worksheet

Group: _____

Date: _____

Part 1: Plan

Review Key Priorities over the past month:

Growth Opportunities

Safety

Program Quality

Scouter Development

Group Capacity

Opportunities and Challenges: What opportunities could we take advantage of? What challenges should we address?

20
MINUTES

Part 2: Do

Tactical Agenda Items:

Notes:

40
MINUTES

Part 3: Review

Action items:

Parking Lot:

Action items
and people
responsible

Good
conversations
to have later