

# THE GROUP COMMITTEE'S ROLE IN THE PROGRAM QUALITY STANDARDS

Section Scouters and Section Leadership Teams aren't on their own in the quest for a quality program full of great safe Scouting adventures. Group Committees, led by a Group Commissioner, play a fundamental role in coaching and supporting awesome Scouting programs. Ultimately, the purpose of Group Committees is to support Section Scouters and youth.

## How do Committees know if a Section is facilitating a quality program?

A quality program should surpass youth's expectations. This can be directly observed by seeing the how the Section is using the Four Elements at Scouting activities. Committee members can use powerful questions to coach and evaluate Sections' PQS

assessments and action plans each cycle. As individuals develop their coaching skills, they will be able to intuitively ask their own powerful questions. Until that time, they can use this worksheet to coach and evaluate for a quality program.

## What should Group Committees do to support Sections?

There are many things that Group Committees can do to support Sections, but in general they should try to remove any barriers that Sections face in facilitating a great program. Section Scouters should focus on program and each youth's personal progression, while the Group Committee should try to support Sections by ensuring that administrative and volunteer-support tasks are completed in a timely manner: finances, fundraising, meeting location bookings, volunteer recruitment and screening, Group events, etc. Group Committees should not, however, lose sight of why these activities are undertaken: to provide the youth of their community with a great, safe Scouting experience.

To this end, Group Committee meetings should focus on the outcomes that the Group is trying to achieve: a quality program. Although it's important to know that there is enough money to run the program (for example) that should not be the focus of the meetings. The focus should be on the youth and their program, and what support the Group Committee can provide to the youth. Small changes to the format of each meeting, such as inviting youth and asking them how well they think the program is being run, can have a fundamental effect on the tone and refocus your Group Committee on what's really important. You'll find a sample agenda later in this document that can help you realign your Group's meetings.

## Other things to consider:

Although the activities that youth participate in are important, there are a number of other important factors that directly impact the quality of the program. Group Committees should also actively manage these areas.

**Safety:** Are the activities being conducted safely? Are risks assessed by both youth and Scouters? Are proper reviews being conducted when someone gets injured or has a close call? Are incidents being recorded on Incident Report Forms and submitted to Scouts Canada?

**Communication/ Parent Engagement:** Is the right information being shared with parents, fellow Scouters, the Section and the Group? Are opportunities being created to have parents involved in various activities? Are parents aware of the progress their children are making?

**Volunteer Development:** Do volunteers have the skills, knowledge and attitude to be successful in their roles? What training and support is needed (for both youth and Scouters) to make Adventures successful? Are volunteers being given feedback regularly?

# The GROW method

Coaching for a Quality Program can use the GROW method:



# Program Quality Coaching and Assessment Worksheet

This worksheet is intended to help Committee Members ensure a quality Scouting program through coaching and support. These support visits can be facilitated each cycle during a Committee Meeting or a Section Leadership Team meeting—whichever is

the most appropriate for the development of the youth and their Scouters. A new copy of this form should be used for each visit, with each Section. Its purpose is to help Support Scouters identify areas where they can help the Section improve its program quality.

## GOALS – WHAT ARE YOUR GOALS FOR THIS CYCLE?

### Last Cycle

The Big Adventure: \_\_\_\_\_ ● ● ●

What went well? \_\_\_\_\_

What was tricky? \_\_\_\_\_

What would you change? \_\_\_\_\_

How would you rate last cycle? \_\_\_\_\_ ● ● ●

### This Cycle

The Big Adventure: \_\_\_\_\_

Program Quality Objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nights Camping: \_\_\_\_\_

## REALITY – HOW PREPARED ARE YOU TO MEET YOUR GOALS?

Youth Attendance: \_\_\_\_\_%

Are youth fully engaged in the program?



Do youth feel that they have spent enough nights camping?



Does the Section Leadership Team have the support that it needs to be effective?



Do youth and Scouters have the knowledge and skills that they need?



Are activities being conducted safely?



Are parents engaged and getting the information that they need?



Is the Section on track to meet Program Quality Standards?



Some challenges are: \_\_\_\_\_

## OPTIONS – WHAT ARE THREE DIFFERENT WAYS TO ACHIEVE EACH OF YOUR GOALS?

Help the Section Leadership Team and its Scouters brainstorm different options for each of the goals. Suggest a fourth that they may not have thought of.

\_\_\_\_\_  
\_\_\_\_\_

## WRAP-UP – HOW WILL YOU MEET YOUR GOALS? Based on the options that you brainstormed...

Action Item 1:

Action Item 2:

Action Item 3:

Action Item 4:

\_\_\_\_\_  
\_\_\_\_\_

How can the Group Committee support you? \_\_\_\_\_

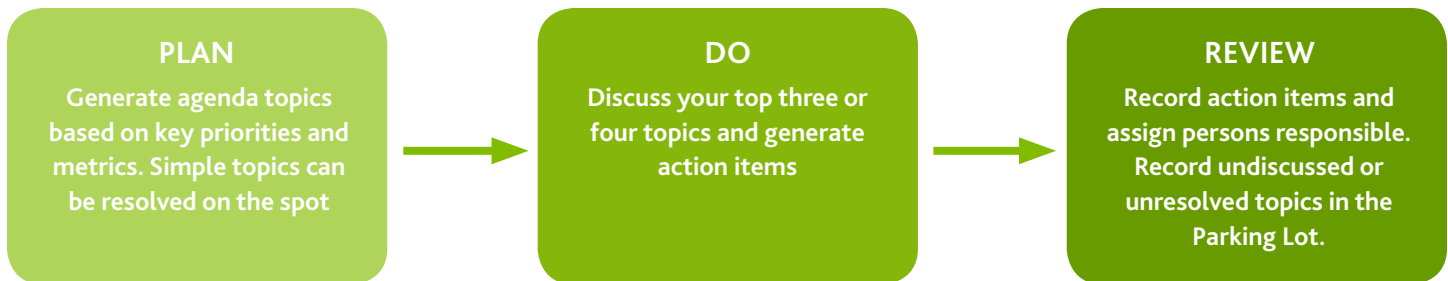
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# Group Committee Tactical Meeting Worksheet

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