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 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:

**GOALS**
What does the Section want to achieve?
- What is the big Adventure for this cycle?
- What Program Areas do you want to visit?
- Which program standard objectives are you focusing on over the next cycle?

**REALITY**
How prepared is the Section to achieve its goals?
- Are youth fully engaged in their program?
- Are youth leadership mechanisms being used effectively?
- What training do youth and Scouters need?
- What would prevent you from meeting Program Quality Standards?

**OPTIONS**
What are some different ways that a Section can meet its goals?
- What are different ways that you could achieve your goals?
- If you had unlimited resources, what would you do differently?
- What are the pros and cons of these options?

**WRAP-UP**
What actions are the Section and the Group Committee going to take?
- Support visits to assess PQS progress should happen once per cycle and a minimum of three times annually.

**PLAN**
Coaching relies on development and empowerment through Plan-Do-Review cycles. Make sure that Scouters have the right knowledge, skills and attitude, then step back to watch them succeed or course correct where necessary.

**DO**
Support visits to assess PQS progress should happen once per cycle and a minimum of three times annually.

**REVIEW**
- What actions are you going to take?
- How can the Group Committee support you?

**Hint:** These count as your three support visits per year.
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? __________________________________________

____________________________________________

____________________________________________

____________________________________________
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.

**PLAN**

- Generate agenda topics based on key priorities and metrics. Simple topics can be resolved on the spot.

**DO**

- Discuss your top three or four topics and generate action items.

**REVIEW**

- Record action items and assign persons responsible. Record undiscussed or unresolved topics in the Parking Lot.

**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 than they need to be discussed.
**Group Committee Meeting Worksheet**

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<th>Date: ______________________________________________</th>
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### 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?

### Part 2: Do

**Tactical Agenda Items:**

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### Part 3: Review

**Action items:**

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**Good conversations to have later**

**Action items and people responsible**

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