



Scouts Canada Guidelines

Group Committee Role in (Business) Planning

Introduction

The Scouts Canada Planning Standard provides the framework and mandatory requirements to ensure alignment between the Scouts Canada Board of Governors approved strategy and National plan, and the council teams to enable effective delivery on the five priorities and achieve Scouts Canada's mission.

Groups play an important role in the execution of this strategy as effective 'franchisees' of the Scouts Canada brand and model. It is the role of the Group Commissioner (GC) to ensure the 'business of Scouting' at the group level is conducted in full alignment with the Scouts Canada brand – including:

- Adherence to the minimum requirements as laid out in the Policies, procedures and processes of Scouts Canada;
- That program is offered and delivered according to the requirements of the Canadian Path Program and that expected standards are met or exceeded, or plans are in place to achieve;
- That Scouting values, member code of conduct and behaviours are consistent and sustained with Scouts Canada's requirements and expectations.

The role of the Group Committee in business planning, is thus to ensure that long-term (3-5years), annual and short-term (monthly – quarterly) plans are in place at section and group level that match these requirements.

Scouts Canada - Example Group Planning Procedure

1. Group long-term (strategic) plans are in place to drive performance aligned with Scouts Canada 5 priorities. These plans are coordinated, monitored and evaluated at Group Committee meetings by the Group Committee.
 - Includes the review and approval of section-specific annual plans and progress to plan – with specific emphasis of alignment to the Canadian Path implementation and associated incorporation of the four-elements and six program areas.
2. Medium-term plans for achieving the goals and targets are established, monitored and evaluated for effectiveness.
 - Group plans shall be optimized and prioritized according to the goals and targets of the organization, associated risks, and expected impact to Scouts Canada
 - i. Includes a review of section specific plans – utilising a baseline assessment of the Group Health Navigator and Canadian Path Program Navigator.
 - Group plans shall include:
 - i. Appropriate resource allocation including budget, people, and equipment
 - ii. Clear designation of responsibility, accountability and authority relevant to the execution of the business plan
 - iii. Risk must be considered when prioritizing activities required to accomplish business plans – an annual risk assessment (at group level) should be conducted for assessment of key risks to the strategic and annual plans.
 - Group Committees will review progress against original plans, budgets and metrics – at a minimum quarterly.

- i. Group plans shall be adjusted, based on trending performance and changing business conditions
- Group Commissioner approves adjusted group (and section) plans, resourcing and budgets.

What should be included in a Group Plan?

The following list is a best-practice for what should be included in an annual group plan:

1. Risk management and risk assessment (Group & Section)
 - a. Risk and hazard assessment
 - b. Emergency planning – with focus on section meeting place and events
2. Membership – Group & Section-specific membership and volunteer membership
3. Budget – Group and Section-specific financial requirements
 - a. Meeting / facility requirements – rental agreements, space-requirements
 - b. Fundraising requirements – tied to specific youth-focused adventures and goals, include provisions for multi-year adventures such as national or international jamborees.
 - c. Asset Management - purchase, maintenance and replacement of Group equipment (camping gear, program gear, etc.) to support the Canadian Path program
4. Human Resourcing Plan
 - a. Orientation and appointment of Scouters
 - b. Succession planning review and Needs Assessment
 - c. Recruiting and screening of new volunteers
 - d. Review for existing Scouters - Renew, Reassign, Retire
 - e. Registration (spring and fall)
 - f. Volunteer & Parent Engagement
 - g. Scouter development: Training / skills and Competency assessment
5. Canadian Path implementation– linked to Program maturity assessment
 - a. Camp & outdoor activity plans
 - b. Jamboree and/or major event participation (as appropriate)
 - c. Top section award support (as appropriate)
 - d. Outdoor adventure programming – skills assessments, materials, projects
 - e. Section support and service visits
6. Community Engagement – sponsors, partners, community service
7. Scouter performance review, feedback and recognition

Related Policy(s) & Standards

- (Business) Planning Standard
- Goals & Targets Standard
- (Canadian Path) Program Standard
- Risk Management Standard (*in development*)
- Training Standard (*in development*)

Resources / Guidelines / Tools

- Canadian Path Program Navigator
- Group Health Navigator
- Program Quality Guide
- Group Commissioner Playbook
- Scouts Canada Risk Management Guideline