

# Section Team

This team description is for Section Teams in Districts, and Counties that do not have Districts.

## Purpose

The Section Team (this includes Explorer, Young Leader and Network Sections) plans, delivers, and runs high quality programmes safely. They make sure all young people can take part in the programme, gain skills for life, and work towards their Top Awards.

With a brilliant programme, each young person can make a positive impact in society as they step up, speak up, and find their place in the world.

## Who's in the team

- Section Team Leaders
- Section Team Members

## Tasks for the whole team

Plan and deliver a great programme

- Work with young people to plan and deliver a great programme, including nights away and adventurous activities, to help them achieve their Top Awards.
- Find ways to continue to improve the programme.
- Make good use of stakeholders in their community, including other local Scout Groups.

Make sure there's a great culture for volunteers and members

- Create a welcoming and accessible environment for everyone.
- Check everyone behaves positively and in line with [Our Volunteering Culture](#).
- Help volunteers develop, including Young Leaders.

Create a safe environment

- Check the programme can run safely.
- Make sure the team maintains [adult:child ratios](#) and there's a [volunteer-in-charge](#) for each meeting.
- Create and review risk assessments.

- Check there are first aid kits or supplies for all activities.
- Report and review [safety](#) and [safeguarding](#) incidents in the right way.

### Allocated tasks

Make sure admin is done correctly

- Get contact and medical details, and demographic data for new members joining the Section.
- Keep all records up to date, including badges, attendance register, contact details and the programme (as needed).

Communicate with others

- Regularly chat with young people and parents/carers about the programme.
- Keep social media channels up to date with the section's activities (in line with the privacy policy).
- Help young people move between Sections.

Look after finances

- Give the Trustee Board the information they need to set the budget.
- Help with collecting membership fees and other payments, when required.