

<p>Create and look after relationships with other organisations that can help Scouts grow locally.</p>	<p>Develop and maintain a risk register, including putting in place appropriate mitigations.</p>
<p>Ensure finances are properly managed, including development and maintenance of appropriate budgets.</p>	<p>Create a positive image of Scouts in the local community. For example, through local media.</p>
<p>Plan and run fundraising events when they're needed.</p>	<p>Maintain and manage a reserves policy, investment policy and public benefit statement.</p>
<p>Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained.</p>	<p>Help with finance admin to keep an eye on income and spend, if asked to by the Trustee Board. This could include bookkeeping, paying expenses/invoices, and tracking income/expenditure against the budget.</p>

Set up and look after email, web, social media, and web meeting systems.	Ensure that effective administration is in place to support the work of the Trustee Board.
Prepare and approve an Annual Report and Statement of Accounts.	Pay invoices and volunteer expenses.
Maintain any equipment, property and vehicles.	Buy flowers for a retiring volunteer.
Arrange for an asbestos survey of the building.	Maintain collective responsibility regarding appropriate business.
Take responsibility for adherence to data protection legislation.	Where staff are employed, act as a responsible employer in accordance with legislation and Scouts values.

Cards sorted into governance and support tasks

Governance tasks	Support tasks
Develop and maintain a risk register, including putting in place appropriate mitigations.	Create and look after relationships with other organisations that can help Scouts grow locally.
Ensure finances are properly managed, including development and maintenance of appropriate budgets.	Create a positive image of Scouts in the local community. For example, through local media.
Maintain and manage a reserves policy, investment policy and public benefit statement.	Help with finance admin to keep an eye on income and spend, if asked to by the Trustee Board. This could include bookkeeping, paying expenses/invoices, and tracking income/expenditure against the budget.
Ensure that people, property and equipment are appropriately insured, and that any property and equipment owned or used by the charity is properly protected and maintained.	Plan and run fundraising events when they're needed.
Ensure that effective administration is in place to support the work of the Trustee Board.	Set up and look after email, web, social media, and web meeting systems.
Prepare and approve an Annual Report and Statement of Accounts.	Pay invoices and volunteer expenses.
Maintain collective responsibility regarding appropriate business.	Maintain any equipment, property and vehicles.
Take responsibility for adherence to data protection legislation.	Buy flowers for a retiring volunteer.
Where staff are employed, act as a responsible employer in accordance with legislation and Scouts values.	Arrange for an asbestos survey of the building.