Group Leadership Team - Task Allocation Table

	Support the Group's Sections			Develop our volunteers		Support the Group's Sections		Develop our volunteers			Engage with the community	Open new provision	Manage incidents				Support effective processes									Other			
	The views and ideas of young people shape decisions in the Group and its Sections.	Section Teams help young people feel welcome and included, and make changes (when necessary) so activities are accessible for everyone.	The demographics of young people and adults represent their local area.	Work with volunteers to share skills between Sections.	Make sure volunteers in the Group's teams fulfil their safety and safeguarding responsibilities, including keeping up-to-date with changes.	Make sure the Group Leadership Team runs smoothly.	Work with the District 14-24 Team to make sure there are Young Leaders in all the Group's Section Teams.	Champion Our Volunteering Culture, so Team Members are aware of it, reflect on it, commit to it, and apply it.	Make sure all teams in the Group follow our approach to safe volunteer recruitment, appointment, reviews, and processes for leaving Scouts.	Make sure volunteers are doing what's expected of them, including getting learning done and having disclosure checks.	Create and look after relationships outside Scouts to help deliver the programme and recruit adults and young people. This could include local community leaders, other youth groups, volunteer recruitment agencies, and local media and social media outlets.	Work with District Teams to open new Sections.	Make sure all incidents are reported in the right way.	Handle Subject Access Requests and personal data breaches.	Look after complaints informally (as described in the Complaints Policy) to stop them escalating (where possible).	Work with other volunteers to respond to safety,safeguarding and data incidents, and complaints (where needed).	The payment of invoices and volunteer expenses.	Enquiries from new volunteers and new members, waiting lists, and the movement of young people between Sections	Meeting places (whether they're rented, leased, or owned).	Supplies of uniform, including badges and clothing.	First aid kits and accident forms for all Sections and meeting places.	Membership system records for volunteers and young people, making sure they're correct and up to date.	Group social media platforms.	Group website and emails.	If there are staff in the Group, make sure they're properly managed and recognised.				