

## Venture Section:

### How to run a Venture Scout Executive Online

#### What is a Venture Scout Executive?

The Venture Scout Executive oversees the planning, running and reviewing of all programme in the Venture Section. When a Venture Scout Unit has two or more crews, an Executive should be formed. The Exec should be made up of at least 4 - 6 Venture Scouts, representing all crews in the Unit. Meetings of the Exec should be organised with Scouter support.

A chairperson and secretary should be elected to ensure the efficient running of the meeting.

A chairperson is responsible for keeping order in the meeting, as well as ensuring meetings are run at least every eight weeks, keeping the Unit on task and working with Scouters for support when needed.

A secretary should keep minutes at the meetings for future reference, as well as writing the agenda and ensuring any relevant communications (including documentation, meeting times, etc) are shared with everyone prior to the meeting.

Other roles may include a quartermaster, treasurer, or programme coordinator.

#### Key Areas of Responsibility

The Exec should meet at least once every two months, and should be separate to weekly meetings with the rest of the Unit. They can be held before or after the weekly meetings, or on a separate day.

The Exec has the responsibilities to:

- Create a Unit Charter/Code of Conduct
- Oversee the expenditure of funds and coordination of Unit equipment
- Award badges to Venture Scouts of the Unit
- Run programme suitable to the Unit and ensuring adherence to the Scout Law and Method
- Ensure Unit programme is delivered by Crews
- Coordinate Crews
- Work in partnership with the Venture Scout Programme Scouters
- Voice the opinions of all members of the Crews and the Unit
- Ensure the Unit participates in decision making processes within the Group
- Deal with disciplinary issues on a case by case basis with the support of Scouter team

## Discussion Suggestions

### 1. Crew Reports

The Crew Leaders should update the rest of the Venture Executive on how the Crew is progressing. This should include a review of Crew activities, update on progress in regard to badgework, any issues arising in the Crew and any suggestions for future programme that come from the Crew.

### 2. Unit Report

A report and discussion should be held on the progress of the Unit and generally how the troop is doing.

### 3. Scouters Report

Scouters should provide a report to the Executive, outlining any decisions taken at a group or county level which may impact the running of the Unit.

### 4. Financial Report

The treasurer should update the Exec on the finances of the report, including any recent expenses, outstanding payments and an expected budget for the year.

### 5. Planning and Reviewing

The Exec should hold a review of the last programme cycle (including the inputs from the Crew at their own Crew reviews), and plan for the future programme cycle (including the inputs and ideas from the Crews' planning meetings).

### 6. AOB

AOB or 'Any Other Business' is a time at the end of the meeting when any other topics (that weren't already discussed during the meeting) can be discussed, even if it wasn't written in the agenda.

## Running Online Meetings

In order to run an online meeting with the whole unit, a Venture Scout Executive should be run prior to the Unit meeting in order to organise programme, adapting to the current climate and to figure out how to effectively run a Unit meeting online.

There are many different video conferencing platforms available for online meetings, including Zoom, WhatsApp, Microsoft Teams, Facebook and Skype. Prior to the meetings, Scouters should risk assess

each platform and make a decision on which one would suit their Unit's needs best. Parental consent must be given for each youth member attending a video call, and parents must have prior knowledge of the details and content of the meeting. The waiting room feature (available on certain platforms such as Zoom and Teams) can be used for participants while waiting for people to join the call, this means no one-to-one calls. These meetings must comply with Safeguarding and Scouter to Youth Member Policies. Further information can be found on the link below:

***Disclaimer - Online Safety Guidelines should be adhered to and can be found in the link below:***

**<https://www.scouts.ie/Parent/Safety/Guidance-on-How-to-Run-a-Virtual-Scout-Meeting-08-04-2020.pdf>**

### **Running a Programme Night Online**

There are many activities that can be adapted to an online platform. The Unit should look at the programme they had planned and see if any of it can be adapted to become part of an online meeting.

Other programme ideas for online meetings may include:

- Quiz
- Covering theory for any relevant badge work eg. first aid theory
- Planning for future camps / meetings
- Reviewing of previous camps / meetings
- Special interest badge work and updates
- Chief Scout Award work and updates
- Crew Online Olympics where each member of the crew must participate in a different challenge to earn points for their crew