Rover Section:

How to run a Rover Crew Meeting Online

What is a Rover Crew Executive?

The Rover Crew Executive oversees the running of the section. This may include programme, finances and administration.

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 section on task.

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. Other roles may be added as needed.

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 section. They can be held before or after the weekly meetings, or on a separate day.

The Exec has the responsibilities to:

- Create a Section Charter/Code of Conduct
- Oversee the expenditure of funds and coordination of Section equipment
- Award badges to Rover Scouts of the Unit
- Ensure adherence to the Scout Law and Method
- Oversee the running of programme in the section
- Ensure section programme is delivered by Crews
- Coordinate Crews
- Work in partnership with the Rover Scout Programme Scouters
- Ensure the section 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 Rover 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. **Section Report**

A report and discussion should be held on the progress of the section 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 section.

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