

## Group Leader Calendar - October

Your list of things to do for October should include the following:

- Carry out a Risk Assessment of your meeting place (see GL Handbook item 200). Is there any essential maintenance or development required? If so have they been included in your annual budget?
- Complete a stocktake of all equipment and carry out a review of future equipment requirements with the Group Quartermaster/Bo'sun.
- Ensure Scouters are booked on relevant training courses; include Parents & Friends Support Group members as appropriate.
- Encourage Scouters to attend and participate in meetings with the County Programme Coordinator (CPC).
- Review the Group Calendar to ensure all dates have been included, in particular investiture dates for each Programme Section.
- Start discussions for next year's Annual Camps, Expeditions and Overnights. Consider possible destinations, estimate of costs etc.
- **HOLD THE AGM OF YOUR GROUP COUNCIL**, agenda as set out in the Rules.
- **HOLD YOUR PARENTS AND FRIENDS AGM** - recruit members for Parents and Friends Support Group (PFSG).
- Appoint 3 members of the PFSG to your Group Council.
- Meet with the Parents and Friends Support Group regarding the Scout Group budget and other needs, include National Fundraising (the 12 days of Christmas Draw) and other fundraising events.
- Invite your Group Support Facilitator and/or Provincial Support Officer your next Group Council meeting.

**SAMPLE AGENDA**  
**1ST LARCH HILL SCOUT GROUP**  
**PARENTS & FRIENDS AGM - 18TH OCTOBER 2014**

1. Welcome - Opening thought or reflection
2. Programme Section Reports
3. Group Leader's Report
4. Treasurer's Report
5. Training Report
6. Quartermaster/Bo'sun's Report
7. Parents and Friends Support Group (PFSG) Report
8. Recruitment of members for PFSG if required
9. Appointment of members of PFSG to Group Council for coming Scouting year
10. Thank you's
11. Meeting Close