

CPC Calendar

The role of the CPC is varied, and this calendar is a guideline to assist you in understanding your role.

Meetings that you are required to Attend and/or Organise.

- **Scout County Management and Board Meeting:** Depending on your scout county these meetings are usually held during the evenings on the weekdays and last for about 2-3 hours. You will be required to present a report on the current position on Programme. There will be approx 6- 8 per year.
- **County Youth Fora:** This takes place at least once a year, but there may be a number of meetings to organise and review the forums. There should be a number of meetings during the year where the county youth reps get together and help plan and review the County Programme.
- **County Programme Team Meeting:** These meetings should be held quarterly and your role should be as a coordinator, hearing from the reports for the various activities or initiatives. Each of the sections should be represented by the Assistant CPCs for each Programme Section (should you have them) and all of the County Youth reps should attend. This should be a partnership between the Scouters from each section and the youth reps.
- **Yearly Planning Meeting :** A meeting inviting all scouters and youth reps from all groups to help establish the strategy for the year ahead with regard to the County Scout Programme. Events should be planned for a purpose and that purpose must be clearly defined. A purpose is not “we always hold a county Cub quiz and we have a trophy”. A purpose is as a county we have identified a skills weakness in hiking and have developed a series of hikes to bring youth members up to stage 6 in the Hillwalking Adventure Skill. Sufficient notice of this meeting should be given to ensure the voice of the section members are heard for these plans.

Calendar guide

This calendar is not definitive and you are encouraged to construct a yearly calendar that works best for you and the needs of your scout county.

- **JANUARY:** National youth forum, normally on the 3rd weekend in January. You do not need to attend, but some of your youth members may be attending so it is useful to know the details.
- **FEBRUARY:** Census time and is a good time to update your contact lists; it is useful to have full contact details, email, phone and address of each of the sections within your county. It also helps with the circulation of support / resource materials
- **MARCH:** Motions for National Council to be discussed.
- **APRIL:** Find out any groups that are going abroad and offer assistance in filling out the international permission to camp form. It may also require you to liaise with the Training Coordinator to ensure all have the required training to take overnights or camps. This can be a growing resource for your County on the types and standard of camps that are being organised within the County. It is useful to aid groups in preparing budgets, menus and programme ideas.
- **MAY:** Reminder for groups to fill out the Permission to camp forms and for you to request a copy for your records, these are useful so that you can see what groups are camping and can be added to your list of campsites. It will also allow you to tailor support for those not having camps.
- **JUNE:** Yearly Planning Meeting, this gives time to publish the County Calendar so that groups can add items into the group yearly plan.
- **JULY:** Meeting with the County Commissioner and the County Training Coordinator to access the training requirements for the county, both formal and informal courses.
- **AUGUST:** Do a review of the Campsites visited and again this is a valuable growing resource for groups planning camps into the future.
- **SEPTEMBER:** Start organising the Youth Forum
- **OCTOBER:** Hold the County Youth Forum and have the youth reps briefed on attending the provincial forums.
- **NOVEMBER:** Update the meeting times and locations for each section within your county. It is easier to make plans to call into a section meeting when you know where and what time the meeting is on.
- **DECEMBER:** Hold a Christmas Party or Dinner or Afternoon Tea or something to say thank you to your team, it is a time to reflect on the past year and it's nice to stop and remember all the help that you received during the year.