



Keas

Cubs

Scouts

Venturers

Rovers

Leaders

## Committees are not for everyone – How can I help?

Committees are not for everyone, but there are many other ways we can all help support the Group in delivery of a quality programme for our children and lessen the workload on the committee and the leaders so they can concentrate programme delivery.

There are a range of tasks that require doing throughout the year, many that can be done at a time that suits you; and many of which can even be done when picking up or dropping off your children so to lessen impact on any time required.

Please consider putting your hand up to assist in one of the following areas or other area that you can identify that you can offer your skills in:

Area of Assistance	Comments
Auditor	Some one to audit the Group accounts once a year (requires an accountancy background and to not to be on the Group Committee).
Boat Master	To keep an eye on any wear and tear on the boats and arrange to repairs as and when required.
Clean Drains	Keep the grates in front of the boat sheds clean of rubbish.
Clean Gutters	Clean the gutters once a year or as required.
Clean Kitchen	Give the Kitchen a clean once a month.
Clean Toilets	Checking once a week that sufficient Toilet paper and hand cleaner is present. Once a month (preferably weekly) giving the toilet area a clean.
Clean Windows	It would be nice to look out a clean window every now and then.
Electrical	Replacing the light bulbs when they fail. Making sure spare bulbs and starters are in stock.
Engraving trophies	Making sure trophies are engraved and honours boards are up to date.
Fundraising	Identify and research potential fundraising opportunities for the Group.
Garage sales	Co-ordinate the management and running of the annual garage sale.
Grants	Identify potential grant opportunities and apply for grants.
Group Historian	Assemble a history of the Group from our archives and from current activities.
Group Photographer	Arranging for an annual photo of each section. Sourcing from parents a selection of photos of activities undertaken during the year for promotional use both within the group and externally and for supply to the website.
Hall Hire	Managing the hire of the hall to external groups.
Lawns	Mowing the lawns and trimming the edges.
Painting	Cover over any graffiti as soon as it appears, and any general painting maintenance.

Area of Assistance	Comments
Promotion	Coordinating the promotional items that go out to schools and the local papers.
Quarter Master	To look after the Group stores. To make sure equipment is ready to use and assessable to leaders for programme and when not in use by the group to loan out to members for private use.
Rubbish	Putting the rubbish bins out on a Monday night and brining then in on a Tuesday evening. Putting new bag liners in the bin in the kitchen. Maintaining a supply of pre-paid rubbish bags.
Scarves	Sewing the group scarves and making sure sufficient stocks are in hand.
Supporters Club	Co-ordinating the Supporters Club and tracing past members.
Tea Towels	Taking home the dirty tea towels from the kitchen and the hand towels from the Toilets, washing then, bringing them back and putting out clean towels.
Uniforms	Co-ordinating the ordering of activity shirts, uniform shirts and jumpers. Collecting money from the on sale of the uniform items.
Website	Maintaining the website so that the information is kept up to date and relevant.
WOF / Rego	Making sure the WOF for the trailers are done on time, the new rego stickers are put on and keeping an eye on trailer lights and wheel bearings etc.

Please approach the Group Leader or Group Chair if you think you can assist in any of the ways mentioned above, or in any other area you would like to offer your skills.

Thanking you in advance for your support of the Group.

New Lynn Sea Scout Group Committee