

Unit Council Role Descriptions

A Venturer Unit Council should consist of approximately 3–6 youth members, along with 2 adult members. As a guide, 1/4 to 1/3 of the unit should be represented on the council, with a minimum of three roles filled (Unit Leader, PR & Treasurer).

- For example, a unit with 10 members might have 3–4 youth on the Unit Council.
- A unit with 17 members might have 4–5 members on the council.

It's important not to create positions just for the sake of it. As your unit grows, the need for more defined roles typically grows too.

For instance:

- A small unit (eg, 7 members) may not need a Quartermaster, instead those responsibilities could be shared between the Secretary and Treasurer.
- A larger unit, where equipment is used more frequently, and more people to borrow gear, may benefit from having a dedicated Quartermaster.

This is why through experience Youth Commissioners say the 1/4 -1/3 guideline is ideal: it scales with your unit's needs.

Small Units (5 or fewer members)

With very small units, forming a Unit Council can be tricky... if three members hold positions, nearly the whole unit is on the council!

In these cases:

- Let all members attend Unit Council meetings.
- Not everyone needs to hold a role.
- If numbers are very low, consider reaching out to other units in your District and forming a District Unit Council (see below).

District Unit Councils

District Unit Councils are a great solution for small or isolated units.

For example, if three units each have four members, they can combine once per term to hold a District Unit Council. A typical setup might involve:

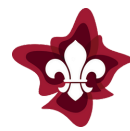
- Each unit sending their Unit Leader and Treasurer/PR Officer,
- Resulting in around 5–6 participants total.

Even in larger districts, these councils are useful. A biannual District Unit Council can:

- Help units compare notes
- Build collaboration across groups
- Strengthen leadership and consistency

For larger districts with lots of units, you might only send:

- The Unit Leader, or
- The Unit Leader plus one other council member.



Unit Council Positions Descriptions

3 'core' positions:

Unit Leader

- Leads the unit and oversees delivery of the term planner
- Chairs Unit Council meetings and sets the unit's vision and goals
- Represents the unit at the state/branch level
- Acts as delegate on the WA Venturer Unit Leader Group Chat, passing on info to the unit
- Responsible for communication, including updates to parents
- Oversees unit finances in collaboration with the Treasurer
- Delegates roles within the unit and the Unit Council
- Liaises with adult leaders for guidance and mentorship
- Ensures documentation (e.g. Code of Conducts, Equipment Policy) is up to date and accessible
- Regularly checks the Scouts WA calendar and updates the term plan with branch events
- Ensures events are logged in Terrain, including badge approvals
- Supports members in personal scouting goals (e.g. SIAs, King Scout, SAIT)
- Has sound knowledge of the achievement pathways
- Knows how to access resources for sound program delivery
- Should be familiar with SAIT to guide others through the process
- Attends Group Council meetings with another council member and the Venturer Leader
- Completes the handover checklist with the outgoing Unit Leader
- Should have completed a Unit Management Course
- Is a representative on the Unit Council

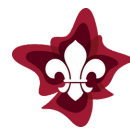
Note: The Unit Leader role may seem demanding, but many listed points are about knowledge rather than ongoing tasks. Support is always available—Unit Leaders are encouraged to contact the Youth Commissioner(s) for advice when needed.

Public Relations Officer

- Manages the unit's social media and marketing
- Leads or appoints a fundraising coordinator (this is not a council position)
- Maintains communication with other units (e.g. joint nights)
- Responsible for uniform/merchandising. May include badge ordering, designing unit merch such as hoodies, hats, etc.
- Ensures all branding aligns with Scouts Australia Branding guide
- Is a representative on the Unit Council

Treasurer

- Manages the unit's budget and financial records
- Oversees the unit's bank account and handles reimbursements
- Collaborates with the PR Officer for fundraiser success
- Works with the Unit Leader on the unit's financial policy
- Reports to the Unit Leader and Group Committee Treasurer
- Is a representative on the Unit Council



Other positions that may be necessary include:

Secretary

- Records minutes at Unit Council meetings
- Helps maintain relevant unit documentation
- Assists with communication and manages emails if delegated
- Ensures online platforms/group chats meet code of conduct standards
- Supports the Unit Leader with admin tasks, such as Terrain records
- Is a representative on the Unit Council

Quartermaster

- Works with the Unit Leader and Treasurer to ensure gear is maintained and available
- Implements and follows the unit's equipment policy
- Tracks borrowed equipment for both unit and personal use
- Is a representative on the Unit Council

Assistant or Deputy Unit Leader

- Supports the Unit Leader in their duties
- Acts on the Unit Leader's behalf when required
- Serves as Vice Chair of the Unit Council

Other Positions:

- Whilst this document covers most positions, some units have some other positions too.
- Usually these positions are delegate positions of other roles (such as a Program Coordinator or Fundraising Coordinator)
- This is ok, however, remember just because you have a role doesn't mean you need to be a member of the Unit Council. You can have a position in the unit, but not be a 'Unit Council Member'. This may be good if there is a large workload, but you don't want to exceed the 1/4-1/3 rule of thumb.
- An example may be a unit with 9 people who want someone to occasionally take tabs on who borrows gear, but they already have a Unit Leader, Treasurer and PR Officer. So, rather than having a new Unit Council member, the Unit Leader appoints a Quartermaster who reports to them. Another example could be the PR Officer appointing a Fundraiser Lead.