


# Unit Leader Handover Checklist

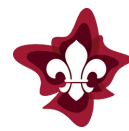
This checklist should be completed by the outgoing Unit Leader and new UL during the handover period. The outgoing UL should ensure the new UL understands their roles and responsibilities, so they're not thrown in the deep end!

**Key:** UL: Unit Leader, UC: Unit Council, VL: Venturer (adult) Leader, GL: Group Leader

Roles and Responsibilities:	
<ul style="list-style-type: none"> <li>Branch Groupchat and Social Media</li> </ul> <p>The incoming UL must be added onto the 'Unit Leaders (WA Vents)' WhatsApp groupchat. WhatsApp is exempt from the governments under 16 social media ban. The incoming UL, along with all Venturer Scouts, should be a member of the 'Scouts WA Venturer Scouts and Leaders' Facebook Page, and follow @waventurers on Instagram. If the Unit Leader is under 16 or not on social media this is ok. There is also a WA Venturers Motorsport page that the Unit Leader, and any interested Venturers should join.</p>	
<ul style="list-style-type: none"> <li>Terrain Proficiency</li> </ul> <p>Incoming UL understands how to work Terrain, including but not limited to: bulk badging, approvals tab, unit management, special award assignment, new member processes.</p>	
<ul style="list-style-type: none"> <li>Terrain Records</li> </ul> <p>The incoming Unit Leader understands the basic concepts of how to record Terrain data. An example is Topo <a href="https://nomisnostab.github.io/Topo-Blazor/index">https://nomisnostab.github.io/Topo-Blazor/index</a> or Excel spreadsheets. They also understand the basics on how to navigate TOPO including how to access their units progression charts towards their Kings Scout Award. The UL should know how the different tabs can help them keep track of their units achievements. They understand Topo is not a Scouts website, just a helpful tool.</p>	
<ul style="list-style-type: none"> <li>SAIT</li> </ul> <p>The incoming Unit Leader should have a basic knowledge of SAIT in order to support members of their Units with achieving their certificates. It's preferable for the Unit Leader to hold a minimum of 2 Qualifications so they have a deeper understanding of the SAIT process.</p> <p>Information about SAIT can be found on the <a href="http://waventurers.com.au">waventurers.com.au</a> website, under 'Training'.</p>	



<ul style="list-style-type: none"><li>• Risk Assessments (R1's)</li></ul> <p>Ensure UL understands Group R1 requirements. Usually R1's (after being reviewed by UL and VL) are sent to your GL at least 2 weeks before the event.</p> <p>If overnight or major event then R1 should also be shared with participants so they better understand the risks.</p>	
<ul style="list-style-type: none"><li>• Group Leader/Group Councils</li></ul> <p>Often the UL will report the GL on behalf of the UC.</p> <p>The UL plus one other member from the UC, and adult leaders, will also be required to represent the unit at group councils (usually once per term)</p>	
<ul style="list-style-type: none"><li>• Group Committee</li></ul> <p>Explanation of Group Support Committee, including roles and how different people can support the UC. For example, group treasurer supporting the unit treasurer.</p>	
<ul style="list-style-type: none"><li>• Unit Council Meetings</li></ul> <p>The incoming UL understands the various types of UC meetings, how a 5 min post-parade catchup is as important as termly 2 hour formal meeting.</p> <p>Ensure that the UL understands how important confidentiality is and that confidentiality will encourage open and honest discussions in meetings.</p> <p>The incoming UL understands what worked well for the outgoing UL when organising unit meetings and how long they have previously gone for. The UL understands they must chair UC meetings. The UL understands that parent involvement is not welcome at meetings unless they are invited, same with other Venturers.</p>	
<ul style="list-style-type: none"><li>• Investing</li></ul> <p>The UC is responsible for inviting individuals to be invested into their unit. This goes for investing adult leaders too, as they are also apart of the unit.</p> <p>It is not a GL decision as they do not run the unit.</p>	
<ul style="list-style-type: none"><li>• King Scout Award</li></ul> <p>Can do on WACE and worth 4 'C's'. Can also be used at school as an 'Endorsed Program' for a period.</p> <p>As UL, you should encourage and support anyone in your unit wanting to achieve their King Scout.</p> <p>Profound understanding of the Venturer Peak Award Mountain Diagram (see below)</p>	



<ul style="list-style-type: none"><li>• Promoting Branch events</li></ul> <p>Information about Branch events will be sent out by Youth Commissioners on the UL chat. Later, event info will be advertised on social media. It's important you clearly communicate branch event information to adult leaders, parents and youth members.</p>	
<ul style="list-style-type: none"><li>• Emailing</li></ul> <p>If the UC doesn't have their own email account then UL's should be included in the leaders emails to ensure they stay in the loop about group events and activities. The UL is expected to respond on behalf of the Venturers- not the VL. The UL should aim to respond to emails in a timely manner... 1-2 days is expected. If your UC has an emailing system then the UL must understand how their units emailing lists work and how to CC other sections, parents, Adult leaders. The UL must understand that any communication with an adult means a second adult must also be CC'd in.</p> <p>Never repeat information that is attached in the email. For example if a Y3 is attached to an email then say "please see the attached Y3". Don't repeat the information from the Y3 info boxes. Otherwise people don't feel the need to open attachments.</p>	
<ul style="list-style-type: none"><li>• Venturer Leader</li></ul> <p>Talk about crossover leadership chart (below)</p> <p>As UL, you are chairman of the UC. The VL is a member of your team and their position is to support you. Respectful, but clear communication is important to ensure they are able to support you at the right capacity. If they are too involved, ask them to step back. Likewise if you need more support ask for their guidance.</p>	
<ul style="list-style-type: none"><li>• Unit Council Positions</li></ul> <p>Ensure the WA Venturers Resource: <a href="#">Unit Council Role Descriptions</a>, is thoroughly read through and that every aspect of that document is read and understood.</p>	
<ul style="list-style-type: none"><li>• Scout Map</li></ul> <p>Incoming UL understands how Scout Map works at a basic level.</p>	



## King's Scout Award

Include at least one member not from the "home" Unit

### Personal Reflection

At least a weekend in duration

### Leadership or Personal Development Course

Plan and lead a 4 day, 3 night Journey

### Adventurous Journey

Complete Stage 5 in the 3 Core Outdoor Adventure Skills, and 12 progressions in total. (Includes Core) 4 of which are at stage four or higher

#### Outdoor Adventure Skills

Core Complete All	 8	 5	 6
Specialist Optional	 6	 6	 4
	 3	 5	 3

#### Special Interest Areas



Complete 6 projects across at least three areas 12hrs duration each

#### Program Essentials

##### Milestone 1



##### Milestone 2



##### Milestone 3



Complete Milestone 3



Introduction to Venturer Scout Section



Introduction to Scouting

# YOUTH LEADING ADULTS SUPPORTING

