



Unit Council Meeting - Review Sheet

At each Unit Council meeting each of the roles are reviewed - as part of your report to the Unit Council.

Your goal is to work together to ensure the success of the Unit. Please ensure that if you cannot attend a Unit Council meeting that you send through an apology.

Unit Council Date: _____

| # | Responsibility | 1 point if Yes | % Role Achieved |
|---------------------------------|--|----------------|-----------------|
| Unit Chair | | | |
| 1 | Opening and Closing parade is conducted on time. | | |
| 2 | 95% of the Unit is wearing buttoned up shirt and scarf at parade. | | |
| 3 | A Leader and 2 Venturers attended the last R/DVSC. | | |
| 4 | In the last 6 months the Unit has done a Desirable Standards Review. | | |
| 5 | The term program is run as planned, and follows up as required. | | |
| Secretary | | | |
| 1 | Minutes of last meeting available by one week after UC meeting. | | |
| 2 | A current, signed Appendix B has been filed for all Unit members. | | |
| 3 | The Unit Report for R/DVSC was provided on time. | | |
| 4 | Term program is on the website by the end of the previous term. | | |
| 5 | Unit advised of upcoming events etc. via Facebook/Unit meetings. | | |
| Treasurer | | | |
| 1 | Records term fees and activities fees received. | | |
| 2 | Any outstanding term fees have been followed up. | | |
| 3 | Venturer Section Funds Policy has been reviewed as required. | | |
| 4 | All Unit members are aware of the Venturer Fundraising Policy. | | |
| 5 | Unit funds and fundraising balances provided at UC meeting. | | |
| Membership/Scout Liaison | | | |
| 1 | 95% of all members attend activities or call/Facebook apology. | | |
| 2 | Unit has invested a new member in the last 3 months. | | |
| 3 | Unit helps Joey/Cub Sections as Youth Helpers/Duke of Ed Service. | | |
| 4 | Try Venturing promoted to local Scout Troops this term. | | |
| 5 | Joint Night/Scout Service with local Scout Troop this term. | | |
| Quartermaster | | | |
| 1 | The QM has an up to date Inventory List. | | |
| 2 | QM ensures that gear is returned after activities within 2 weeks. | | |
| 3 | A yearly gear review has been done or one is being planned. | | |
| 4 | Reviews the Unit Wish List as required and recommends purchases. | | |
| 5 | Ensures the Unit follows any Group/Section borrowing policy. | | |

Overall Unit Score % this Unit Council Meeting