

CROMWELL MOUNTAIN ACTIVITIES ACTIVE SUPPORT UNIT

SERVICE AGREEMENT – MAY 2010

Introduction and Membership Conditions

1 Name

a) The name of the Mountain Activities Active Support Unit in Cromwell Scout District is to be the 'Cromwell Mountain Club', as approved by the District Commissioner and herein referred to as CMC. It is formed as an Active Support Unit in accordance with the latest edition and amended *Policy, Organisation and Rules* of the Scout Association.

2 Membership

a) Membership is open to any person subject to the conditions of *POR - The Appointment Process* for Scout Active Support Members. All members of the CMC must be at least Associate Members. They may also become Members by making the Scout Promise.

b) All members must provide some degree of Active Support to Scouting.

3 Administration and Organisation

a. The position of Unit Manager is the nomination of the District Commissioner and subject to *The Appointment Process* as defined in POR.

b. The Unit Manager may appoint one or more Scout Active Support Coordinators to assist in the management of the Unit. All Co-ordinator appointments are subject to *The Appointment Process* as defined in POR.

c. The Unit Management Committee comprises the Unit Manager and any appointed Unit Coordinators. The purpose of the Unit Management Committee is to manage the day-to-day affairs of the CMC.

4 Finances

a. The annual Scout Association Membership fee is payable by all members with the exception of those whose subscription is paid by any other Scout body to which they hold an appointment. The amount of the fee is decided annually by the District Executive and should be paid before the annual Scout Association census.

b. A bank account (as defined in *POR*) will be maintained by the CMC. Two signatories are required on each payment.

c. A Funds Coordinator will be appointed. The Funds Coordinator is responsible to the CMC for the collection of subscriptions and fees, and for payment to the District Treasurer.

d. The Funds Coordinator is responsible for the preparation of the annual accounts and the preparation of a statement of account when requested. The annual accounts must be forwarded to the District Treasurer for inclusion in the annual District accounts at the end of each Financial Year.

5 Activities

- a) The primary purpose of the CMC is to encourage members of Cromwell Scout District to participate in mountain activities by providing support in accordance with the Service Provision reviewed and agreed annually with the District Commissioner.
- b) All activities must be organised and conducted in accordance with *POR*.
- c) The CMC should provide a facility for helping youth sections and the District whenever requested subject to the availability of sufficient members with suitable skills, ability and knowledge to meet such requests.

6 Amendments

- a) This Service Agreement can be changed at any time by agreement between the Unit manager and the District Commissioner. The revised Service Agreement should be dated and signed by both parties.

Service Provision

7 Section Scouting Support

Need:	Method:	Priorities	Completion Date:
Train/coach Section Leaders in Mountain related skills	Provide skilled staff	2 nd	Ongoing
Assist Section programmes	Provide skilled staff	2 nd	Ongoing

8 District Scouting Support

Organise mountain and other allied activities	Organise trips led by proficient and qualified Leaders	1 st	Ongoing
District Scout Night Hike	Provide staff	1 st	March
Assist members of the Scout District to become competent and qualified mountain leaders	Provide opportunities for training and practice in leading mountain activities	2 nd	Ongoing
Assist Scouts to complete the Hill Walker activity badge	Provide opportunities and encouragement to complete the required journeys in Terrain One	2 nd	Ongoing

Support Provided to CMC

Support to be provided by Cromwell District:

- Annual Subscriptions for members to be paid by District¹

Development for Cromwell Mountain Club

- Module 1 for all members at the earliest opportunity.
- Module 10 or 16 Hour first aid course for all members.
- Management modules of the Association’s training scheme for the Unit Manager.

Approved

.....Unit Manager

.....District Commissioner

¹ A minimum level of support within District is required for ‘paid’ membership. The actual level of support to be agreed by the DC and CMC manager