

District Explorer Scout Administrator Training Pack Factsheet 6 of 8 Other Tasks



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Partnership Agreements

What are they?

A Partnership Agreement is a simple written agreement between an Explorer Scout Unit, the District and the "Partner" of the Explorer Scout Unit. A partnership agreement is used whenever there is a long-term link between an Explorer Scout Unit and some other group - most often a Scout Group, but other examples might include a local camp site or activity centre.

What are they for?

The purpose of a Partnership Agreement is simply to outline the practicalities of the relationship between the Explorer Scout Unit and its partner. It outlines the nature of the link, how the leaders of the Unit and the Partner will liaise, what equipment, facilities and resources will be provided to the Unit (and any financial arrangements which arise) and when the agreement will be reviewed.

Who is responsible for drawing up the agreement?

Ultimately the DESC is responsible for establishing Partnership Agreements.

So what role does the DESA have in this?

The DESA does not really have a role in establishing and writing the Partnership Agreements in the District, but you may be involved in three ways:

- Your DESC may wish to name you in the agreement as the person to whom details of future Explorer Scouts is passed (see Factsheet 5 in this series)
- You will be asked to file the District's copy of all the Partnership Agreements. You should be able to easily access them for reference.
- All the agreements should be reviewed annually. Try to have a system in place which reminds the DESC whenever an agreement is to be reviewed.

Meetings and Forums

The District Explorer Scout Forum

The main purpose is to make sure that there is a District-wide Balanced Programme to complement the Unit Balanced Programme. Explorer Scouts should outnumber Leaders. It is their opportunity to have their say about the District Explorer Scout programme and to plan and organise District events. The DESC is responsible for setting up the Forum, and you as the DESA have right of attendance.

The District Explorer Scout Meeting

This is a really important event every year and is for everyone involved with Explorer Scouts. It is an informal meeting and may or may not have a formal agenda, but the purpose is to bring all those in the District Explorer Scouting community together, and allow them to celebrate the past year and look forward to the next one.

Explorer Scout Leaders' Meeting

These may take place in your District and be chaired by the DESC, in order to share information and good practice to support the Explorer Scout Leaders and Explorer Scout Leader (Young Leaders).

Being the main administrative support to all the Explorer Scouts and leaders, the DESA plays an important role in:

- Organising venues and making sure everyone knows where and when to go.
- With the DESC or (in the case of the District Explorer Scout Forum) the Explorer Scout Chairperson, drawing up and circulating the agenda for the meeting.
- Keeping notes in the meetings and publishing and distributing the minutes afterwards.

Publicity

Of course, all Explorer Scout Leaders (and Explorer Scouts) in the District will have a role in publicising Explorer Scouting, both within the movement and to the wider public. Again, however, as the main "communicator" in the District, the DESA may be well placed to play a key part here. Some suggested examples include:

- Helping with the publication of an Explorer Scout Newsletter. Hopefully the editor will be

an Explorer Scout, but a great deal of administration is involved, and of course the DESA will be best placed to disseminate the Newsletter once published.

- Keeping the local press informed of Explorer Scout activities and events in order to raise the profile in the community.
- Helping with the upkeep of a District Explorer Scout website.
- Being a point of contact with young people outside Scouting – remember that the Explorer Scout Section should be open to any 14-18 year old in the district, even if they have had no previous involvement in Scouting. Again, your DESC may have developed a strategy for recruiting these young people, and you will probably have a key role in it.

These are just a few examples; your DESC may have other ideas also.

KEY POINTS

- ◆ **File Partnership Agreements where they can be easily accessed for reference, and remind your DESC when they are due to be reviewed.**
- ◆ **Work closely with the DESC and the District Explorer Scout Forum to make sure meetings are well publicised, well attended and properly minuted.**
- ◆ **Work closely with all the Explorer Scouts and leaders to raise the profile of Explorer Scouting in your community.**