

# The Activity Leader

## ***A Job Description***

**Responsible To:** The Unit Executive

**Position Held By:**

**The Purpose Of This Position:**

To plan and run a particular activity for the Unit.

**Note:** *The activity Leader's position is not a permanent or long term one. For a major expedition it could last for say, six months, but for most Unit activities the position would be expected to last no more than two or three months. If you have an active unit you could be one of several Activity Leaders on the Executive at this time.*

**Your Main Tasks:**

You will need to:

1. Establish a plan to ensure all aspects of the proposed activity are carefully thought through.
2. Delegate responsibility for key aspects of the activity to be prepared by other members of the Unit and to follow up on their progress. Such aspects would depend on the activity but could be:
  - a. The venue or route of the activity
  - b. Equipment
  - c. The financial requirements
  - d. Catering
  - e. Transport
3. Communicate with the Unit Executive as the plan develops so they can approve the key aspects well ahead of the activity.
4. Complete the Activity Intention Form.
5. Communicated with Your Unit members and any prospective or new Venturers who may be involved. Enthuse them all to participate and assist in the planning of the activity to make it a success. Remember to advise the parents if appropriate.

6. Brief the contact person so they know where you are and who to contact should the necessity arise. The trip leader should phone the contact person as soon as possible after establishing that the group may be late so that parents etc. can be advised.
7. Log the activity after the event so the Unit has an accurate record of who was involved and what was achieved. A few photos can help.

It is not intended that you as Activity Leader should organise the entire activity on your own. It is very much a shared experience using the skills of several unit members co-ordinated by the Activity Leader. Do not forget that your Venturer Leader will support you when you need it.

Major activities should be organised by older more experienced members of the Unit while younger members in the Unit can gain valuable experience by planning the minor activities. *SHARE THE TASK- Team Effort Achieves More.*

Remember a well planned activity has a much greater chance of being a success. This will enthuse the Venturers to plan and participate in more activities.

The Activity Planning Sheet and the Activity Budget Planner (refer the 'Forms' section of the Venturer Support CD-Rom, Vol 2) can be used as a guide to plan most types of activities but it is quite OK to design your own specifically for your activity, **BUT YOU MUST HAVE A PLAN TO WORK TO.**

