

Facilitating Section Meetings

Program Facilitation

DESCRIPTION

During their journey in Scouting, youth members regularly participate in meetings where they learn in a youth-led, non-formal educational experience of play and discovery. Youth gain formal and informal leadership skills during these experiences.

LEARNING OBJECTIVES

I can facilitate a fun, safe and constructive Section meeting.

- I can explain how to complete a risk assessment before every meeting.
 - I can describe how to facilitate a youth-led meeting.
 - I can facilitate an Opening and Closing Ceremony appropriate for my Section.
- I understand the Two-Scouter Rule and Scouter-youth ratio of 1:8 (and ensure that it is always maintained during Section meetings).
 - I can use the Scout Sign to regain control of a room.
 - I can recognize when a Section is operating effectively and know how to get the meeting back on track when it is not operating effectively.
 - I have supported Section Leadership Teams when planning meetings.
 - I meet with the Scouter Team after a Section meeting to debrief and review.

TIPS AND TRICKS

- Beaver Scouts and Cub Scouts have unique Opening and Closing Ceremonies. Senior Sections open and close their meetings with a flag break and lowering, when possible.
- No one should speak when someone is making the Scout Sign, including yourself! When using the Scout Sign to quiet the room, wait until everyone is paying attention before lowering the Scout Sign and delivering your message.
- When speaking to Beaver and Cub Scout-age youth, be sure to get down to their eye level.

I DON'T
KNOW...

I KNOW...

I CAN...

I HAVE...

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PLAN

- How can you ensure that the meeting is led by youth?
- How can you regain control of the meeting if it is not going smoothly?
- How do you support the Section Leadership Team during Section meetings?
- How do you do a risk assessment before each meeting?
- How do you lead a review of the Section meeting?

DO

- Conduct a risk assessment before each meeting.
- Review Opening and Closing Ceremonies for your Section.
- Shadow a Scouter facilitating a youth-led Section meeting.
- Shadow a post-Section-meeting review with another Scouter to observe how to conduct a review with the Section Leadership Team and other Scouters.

REVIEW

- Why is it important to perform an Opening Ceremony and Closing Ceremony at each meeting?
- Why is it important that meetings are youth-led?
- Why is it important to conduct a risk management assessment before each meeting?
- Why is it important to regain control of the meeting if it is not operating effectively?
- Why is it important to defer to the Section Leadership Team when planning meetings?
- Why is it important to conduct a post-Section-meeting review with the Section Leadership Team?

SAFETY NOTE

- Being a Scouter is about being a mentor to the youth in your Section. Guidance should always be provided in a positive, constructive manner, and goals should be challenging, but age-appropriate and achievable. Always follow the Two-Scouter Rule when providing feedback.
- Use the Scout Sign to regain control of the room after a game or activity.
- **Footwear not Sockwear:** Youth and Scouters should always wear appropriate indoor footwear when in your meeting place.
- Conduct a hazard assessment before each Section meeting.

ONLINE RESOURCES

- **The Scouter Manual page 97–99**
- The *Scouter Manual*—Section-specific Opening and Closing Ceremonies
- eLearning course: Facilitate a Program—Section-specific: How to Facilitate a Meeting
- eLearning course: Scouters Working Together: How do I Work with Section Leadership Teams?
- **Emergency Plan Checklist**