

# Module 11: ADMINISTRATION

## AIM

To provide information and best practice on how to manage administrative tasks in Scouting.

- administrative tasks and record keeping
- member record management and the Data Protection Act
- financial responsibilities and best practice
- insurance arrangements

## Checklist

- Do you know what administrative tasks need to be completed in your section and why they are important?
- Do you know how information on adults and young people can be recorded and stored?
- Are you aware of the Data Protection Act and how records kept are affected by it?
- Do you know how section finances must be handled and what the rules are for section finances?
- Do you know who is covered by the Scout Association's liability insurance policy?

**What learning do you require?**

## TO VALIDATE THIS MODULE YOU WILL NEED TO COMPLETE ONE OF THE FOLLOWING:

1. Demonstrate accurate and appropriate maintenance of administrative and financial records relevant to your role, in accordance with Policy, Organisation and Rules and the Data Protection Act
2. Any other ideas, subject to agreement with your Training Adviser

**How are you going to validate?**

