



# The Church Lads' and Church Girls' Brigade Structure, Roles and Responsibilities Policy

3 February 2024



## THE BRIGADE STRUCTURE, ROLES AND RESPONSIBILITIES

### 1. Introduction

- 1.1. This policy considers the Brigade's national structure and then looks at structures at a formation and company level, focussing on roles and responsibilities alongside ranks and badges of rank.
- 1.2. The sections of this document include:
  - Introduction
  - Historic Context
  - The National Structure
  - National Governance
  - Formation Staff and Responsibilities
  - Company Staff and Responsibilities
  - The Finance Committee
  - Meetings and voting protocol
  - Procedures for Commissioning and Enrolment
  - Qualifications for Appointments and Ranks
  - Ranks of Officers
  - Badges of Rank
- 1.3. The structure and running of an individual unit is covered in the company administration policy.
- 1.4. This policy, as with all policies is for guidance and will not be exhaustive. Any specific questions not covered should be referred to National Headquarters for clarification or advice.

### 2. Historic Context

- 2.1. From about 1860 isolated "Brigades" whose role was to deliver religious education and manly military training to the majority of youngsters who had left school at 13 began to be set up throughout the UK. The first to develop into a truly national organisation was the Boys' Brigade, formed in 1883, followed by the Gordon Boys' Brigade and then the Church Lads' Brigade in 1891.
- 2.2. The Church Red Cross Brigade was started in 1901 as a sister organisation and trained girls and young women in nursing and ambulance work. In 1910, it was relaunched as the Church Nursing and Ambulance Brigade. Both lads and girls served their country with great distinction during the First World War. It was renamed the Church Girls' Brigade in 1923 in anticipation of amalgamation with the CLB. However, it was not until 1978 that the amalgamation finally happened and the Church Lads' and Church Girls' Brigade was formed.
- 2.3. The Brigade's object is to extend the Kingdom of Christ and encourage faithful membership of the Church.



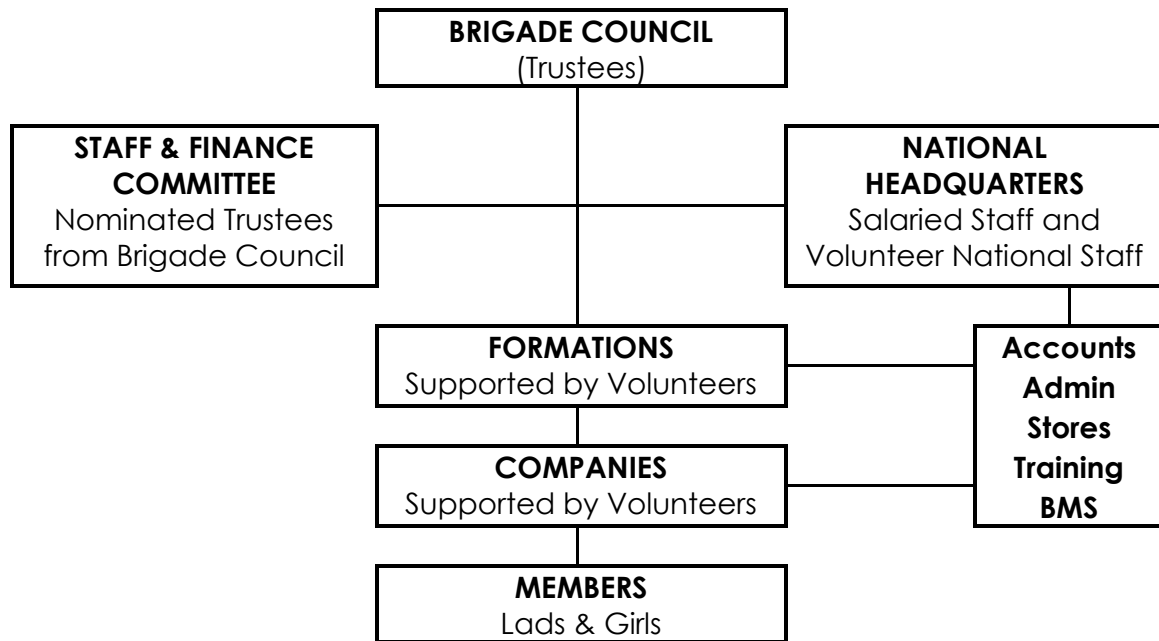


- 2.4. The strength of the Brigade is around 3,000. There are approximately 100 formations and companies the majority of which are based in England and Northern Ireland.
- 2.5. In addition to its officers, who are all required to be communicant members of the Church, the Brigade has four sections, the Martins (named after the Brigade's Patron Saint) age 4-7, the Y Team age 7-10, the JTC age 10-13, the Senior Corps age 13-21, and the Young Leaders age 18-21.

### **3. The National Structure**

- 3.1. The Brigade is organised on hierarchical lines structured on a military template. However, within this formal structure individual units have a great deal of autonomy and to a large extent are entirely responsible for their own welfare and conduct.
- 3.2. Within the Brigade, units have very different identities which reflect the character of the locality in which they and their members are based. While the Brigade has a common cause and standards each unit will have its own identity which must be respected by other units.
- 3.3. The basic unit of the Brigade is the Company. Where there are two or more companies in a diocese they will be grouped together to form a diocesan battalion. Battalions will normally be comprised of 2 –7 companies. Where the number of companies in a battalion is likely to exceed 7 it will be the norm to form a second battalion and the two battalions, referred to as “non diocesan battalions”, will then form a diocesan regiment. Where there are insufficient companies in a diocese to form a battalion they will be known as unattached companies and may be entirely autonomous. However, should they wish they may be affiliated to a company or battalion in another diocese.
- 3.4. Diocesan formations and unattached companies are grouped into five regions:
  - North West
  - North East
  - Ulster
  - Midlands
  - South (which includes Wales)
- 3.5. National Headquarters coordinates the day to day business of the Brigade and deals directly with companies on the majority of administrative and routine matters. The chain of command through formations is generally reserved for policy matters.
- 3.6. National Headquarters is responsible to the Brigade Council through the Staff and Finance Committee.





#### 4. National Governance

- 4.1. The Brigade is a charity registered as a limited company. The governing body, which is drawn from within and outside the Brigade, is the Brigade Council whose members are the trustees. It meets three times a year and is responsible for strategic planning, overseeing the Brigade's finances, appointing salaried staff and approving changes to the Brigade Rules. The Brigade Council is primarily advised by the Staff and Finance Committee, with other committees established to support the strategic running of the Brigade established as and when necessary.
- 4.2. The Brigade Council and the Staff and Finance Committee are chaired by the Governor who is the de facto chair of the trustees.
- 4.3. Current trustees are detailed in the trustees report and statutory accounts of the Church Lads' and Church Girls' Brigade. These are available from National Headquarters or from the UK Companies House website, available as a public document.

#### 5. Formation Staff and their Responsibilities

- 5.1. The Chaplain

The Bishop of a diocese shall be the ex-officio chaplain of a diocesan formation; he/she may nominate a formation chaplain to act on their behalf. For a non-diocesan formation, the chaplain will be nominated by the officers of the battalion. Battalion chaplains may nominate assistant chaplains from among the chaplains in the battalion or among the clergy in the battalion area.

## 5.2. Diocesan Formation Commanding Officer

The Brigade Council recognises the supreme authority of the Bishop within his diocese. The Commanding Officer of a diocesan formation represents the authority of the Brigade Council within the diocese which extends to include all other formations within the diocese.

The Commanding Officer of the Diocesan Formation shall be responsible for:

- The good order and proper conduct of the Brigade throughout the diocese.
- The inspection of all companies and formations within the diocese. The inspection of companies within the non-diocesan formations may be delegated to the appropriate Commanding Officers.
- Ensuring that a proper continuous programme of training is maintained throughout the diocese.
- Maintaining a programme of extension and development of the work of the Brigade within the diocese and providing support and encouragement for existing companies.
- Ensuring the effective communication of all decisions and information issued by the Brigade Council.
- The observation of statutory requirements regarding meetings of officers, preparation, auditing and approval of Annual Accounts showing all funds and assets held by companies and formations.
- The maintaining of relationships with all clergy involved with the Brigade and others throughout the diocese.
- To submit to the Diocesan Bishop and to the Brigade Council an Annual Report of the state of the formation and the activities promoted at formation level.
- To organise such inter-company activities, e.g. sports events, joint camps, training courses, parades and services as may be desired.

## 5.3. Non-Diocesan Formation Commanding Officer

The Commanding officers of non-diocesan formations shall be part of the staff of the diocesan formation and conform with general policy decisions as these affect the whole diocese.

The responsibilities of the Commanding Officers of Non-diocesan Formations shall be:

- To account to the Commanding Officer of the Diocesan Formation for the good order and conduct of the Brigade within the formation.
- To ensure that the policies of the Brigade Council and the Diocesan Formation are applied.
- To maintain close and supportive relationships with the companies within the formation.
- To maintain relations with appropriate clergy.
- To organise such inter-company activities, e.g. sports events, joint camps, training courses, parades and services as may be desired.

## 5.4. Formation Staff Officers

Staff Officers may be appointed to serve within formations. These appointments will be approved by the Brigade Council upon the nomination of the Commanding





Officer. The Commanding Officer may request the Brigade Council to terminate any appointments.

#### 5.5. Formation Second in Command

A formation staff officer in either diocesan or non-diocesan formations may be nominated as a Second in Command of the formation. There is no independent appointment of Second in Command without other specified responsibilities.

#### 5.6. The Adjutant

The adjutant is responsible for the general administration of the formation which includes keeping records of all officers and warrant officers, maintaining effective communications and ceremonial and parades.

#### 5.7. The Training Officer

The officer appointed to be responsible for training within any formation should be accredited as the Training Officer.

#### 5.8. Regimental and Battalion Warrant Officer

The Regimental or Battalion Warrant Officer is primarily responsible for correct and proper drill instruction throughout the formation. In conjunction with the Adjutant he or she is also responsible for ceremonial and parades.

#### 5.9. Staff Officers and Helpers

The appointment of additional staff officers is at the discretion of the Commanding Officer. These may include a Sports Officer, a Quartermaster, Band Officer, Extension Officer or a First Aid Officer provided there is a defined function for such appointments and that those appointed are competent or qualified in the necessary skills.

#### 5.10. Treasurer

The person appointed Treasurer is accountable to the Annual Meeting of Officers for the proper keeping of books and presentation of accounts. The books and accounts must be audited by a competent auditor appointed by the Annual Meeting of Officers.

#### 5.11. Correspondent

Each formation shall nominate one person to be the official correspondent for the formation. The person appointed may be the Commanding Officer or any staff officer. All official communications from National Headquarters are despatched to the named correspondent who bears the responsibility of ensuring that the information is conveyed to the appropriate recipient.



## **6. Company Staff and their Responsibilities**

- 6.1. The running of an individual company along with the roles and associated responsibilities is included in the company administration policy. Please refer to this document for further guidance on this matter.

## **7. The Finance Committee**

- 7.1. A Finance Committee consisting of not less than 5 members including the Chaplain, Commanding Officer, Treasurer and 2 other members who need not necessarily be members of the formation shall be appointed. The Committee is responsible for the finances of the formation and the preparation of the annual audited statement of accounts.

## **8. Meetings and Voting Protocol**

### **8.1. Staff Meetings**

Staff Meetings are consultative meetings held to discuss formation policy. As the ultimate responsibility for policy rests with the commanding officer it will not be normal practice to put matters to a vote. The commanding officers of non-diocesan formations form part of the staff of the diocesan formation and should attend all staff meetings.

### **8.2. Officers' Meetings**

An Annual General Meeting when all the officers in the formation are invited to be present should be held once a year to adopt the audited formation accounts and appoint an auditor or approve the appointment of a named auditor. The accounts must be circulated at least 14 days before the meeting.

Other meetings may be held to discuss issues of concern and offer guidance to the commanding officer. These meetings will be consultative and only in exceptional circumstances will voting take place and then only to test the views expressed. A commanding officer is not bound by the meeting. Staff officers should never vote at an officers' meeting.

- 8.3. Appendix A details further information regarding the running of a formal meeting along with a glossary of terms. This will help any leader if they are new to running a meeting.

### **8.4. Resolutions to the Brigade Council**

Resolutions submitted for the attention of the Brigade Council should reflect the views of all the officers within a diocese.

A resolution adopted by a majority of officers at a properly convened meeting of a non-diocesan formation should be submitted to the commanding officer of the





diocesan formation. Such a resolution must be included in the agenda for the next officers' meeting of the diocesan formation. On receipt of such a resolution the commanding officer of the diocesan formation must convene a meeting on a date to be agreed with the commanding officer of the formation submitting the resolution. At that meeting the representatives of the formation submitting the resolution will be allowed to speak as proposer and seconder of the motion.

If the resolution is adopted by a simple majority of those voting at the meeting it will be submitted for discussion at the next Brigade Council. If the proposition fails to receive the support of a simple majority no further action is required.

Meetings of the staff of diocesan formations may refer items for the attention of the Brigade Council.

## 8.5. Voting

At meetings other than the Annual General Meeting where every officer attending has a vote each company has two votes cast by the two senior officers subject to the proviso that there must be a minimum of two officers in the company. If the company only has one officer it will only be accorded one vote. This method of representation will be used for the selection of commanding officers and representatives to Brigade Council, and for resolutions to Brigade Council.

Staff officers do not have a vote by virtue of their appointment but may vote as a representative of their company. Proxy votes are only permitted where a list of candidates or a resolution has been circulated with the notice of the meeting.

## 9. Procedures for Commissioning and Enrolment

### 9.1. Officers, Warrant Officers and Registered Helpers

Officers, Warrant Officers and Registered helpers are nominated by the Incumbent of the Parish on the NF1 Nomination Form which should be sent to National Headquarters. The nomination form is to be accompanied by a completed Disclosure and Barring Service (DBS) form. Blank forms will be sent, on request, from National Headquarters.

9.2. Within the Ulster Regiment the nomination form is the NF1U and is to be returned to National Headquarters accompanied by the "Safeguarding Trust" Parish Panel Form.

9.3. On receipt of these forms at National Headquarters they will be checked for inaccuracies and the DBS form will be sent off for clearance. If the nomination satisfies the relevant qualification criteria and is for an appropriate rank the paperwork will be processed and National Headquarters will issue Commissions, Warrants or Registered Helpers Certificates as appropriate and the appointment will be submitted to the Brigade Council at their next meeting.

9.4. When the relevant Commissions, Warrants or Registered Helpers Certificates are sent out they will be accompanied by a Code of Practice for each person and an order







of service, in the case of an Officer or Warrant Officer, so that the appointment can be acknowledged at an appropriate service in Church.

- 9.5. In the case of promotion to a higher rank the Incumbent will authorise a Promotion Form which will be completed and sent to National Headquarters. There it will be checked and processed as above and the relevant Commission or Warrant issued.

#### 9.6. Retirement of Officers

There is no maximum age for an Officer to remain in active service. An Officer may retire at any point in time and at any age. It would be recommended that any Officer encourage younger leaders and/or Officers to learn from them in order to support an effective succession plan.

#### 9.7. New Companies

When a new company is to be formed before any meetings are held an Application for Enrolment form must be submitted to National Headquarters along with NF1 Nomination Forms and DBS forms as above for each person who will be working with the young people. (See note above for requirements for Ulster). As soon as clearance is received an Enrolment Certificate will be issued and the meetings may commence.

#### 9.8. General Data Protection Regulations (GDPR)

Please note that all information received regarding nominees will be held on a database at National Headquarters and will only be used for Brigade purposes.

### 10. Qualifications for Appointments and Ranks

- 10.1. All Officers and Warrant Officers must be at least 16 years of age and regular communicants. Greater detail is given in Appendix B.

RANK	QUALIFICATION
Probationary Warrant Officer	None. Exceptional young leaders who have enrolled on the Young Leader's Training programme may be appointed as a probationary warrant officer at the age of 16. Members who haven't enrolled on the Young Leader's Training Programme can be appointed from the age of 17½.
Warrant Officer (the senior warrant officer in a company is known as the Company Warrant Officer)	Basic Certificate of Leadership, Safeguarding, Introduction to Rules, Regulations and Safeguarding.
Battalion Warrant Officer	Advanced Certificate of Leadership, Safeguarding, Rules and Regulations, Company Administration.



CLCGB  
Fun, Faith & Friendship...

Regimental Warrant Officer	Advanced Certificate of Leadership, Safeguarding, Rules and Regulations, Company Administration.
Probationary Officer	None.
Second Lieutenant	Basic Certificate of Leadership, Safeguarding, Introduction to Rules, Regulations and Safeguarding. If 2IC then Intermediate Certificate of Leadership, Rules and Regulations.
Lieutenant	Basic Certificate of Leadership, Safeguarding, Introduction to Rules, Regulations and Safeguarding. If Company OIC or 2IC then Advanced/Intermediate Certificate of Leadership, Rules and Regulations.
Captain	Advanced Certificate of Leadership, Safeguarding, Rules and Regulations, Company Administration and BMS training.
Major	No further qualifications required
Lieutenant Colonel	No further qualifications required
Colonel	No further qualifications required

## 11. Ranks of Officers

<b>National Headquarters Staff</b>	<b>Rank</b>
Governor	General
Deputy Governors	Major General
CEO/General Secretary	Brigadier
Staff	Up to the rank of Major
<b>Regiment (Diocesan formation with two or more Battalions)</b>	<b>Rank</b>
Commanding Officer	Up to the rank of Colonel
Second in Command	Up to the rank of Lt. Colonel
Senior Staff Officers	Up to the rank of Major
Junior Staff Officers	Up to the rank of Captain
Warrant Officer	Regimental Warrant Officer
<b>Battalion (Diocesan and Non-Diocesan Formations)</b>	<b>Rank</b>
Commanding Officer	Up to the rank of Major
Second in Command	Up to the rank of Captain
Senior Staff Officers	Up to the rank of Captain
Junior Staff Officers	Up to the rank of Lieutenant
Warrant Officer	Battalion Warrant Officer
<b>Company</b>	<b>Rank</b>
Officer in Command	Up to the rank of Captain
Company Officers	Lieutenant
	Second Lieutenant
	Probationary Officer

Warrant Officers	Company Warrant Officer
	Warrant Officer
	Probationary Warrant Officer
Non-Commissioned Officers	Sergeant
	Corporal
	Lance Corporal

## 12. Badges of Rank

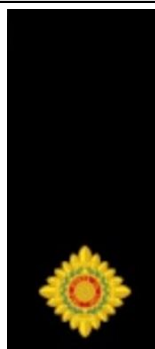
Non-Commissioned Officers:		
Lance Corporal	Corporal	Sergeant



Warrant Officers:			
Warrant Officer	Company Warrant Officer	Battalion Warrant Officer	Regimental Warrant Officer



Commissioned Officers:		
Second Lieutenant	Lieutenant	Captain



Major	Lieutenant Colonel	Colonel
-------	--------------------	---------



### Meetings and Procedures

#### 1. Introduction

- 1.1. Wherever business is conducted, whether a small organisation, a town meeting, a County Council, the Houses of Parliament or the United Nations, there must be some system of procedure and some rules of conduct. In the same way the business of the Brigade should be conducted in an orderly manner if the best results are to be achieved with the minimum waste of time.

#### 2. The Chair

- 2.1. The Chairperson should make every effort to inform any meeting of the reason for rulings, so that everyone may realise that these rules are not arbitrary. It is equally important that the members should appreciate that it is their duty to assist the Chairperson in every possible way, both by observing the correct procedure and by obeying the ruling of the Chairperson. The business of the meeting will then be carried out smoothly and with the full co-operation of all those present.
- 2.2. The Chairperson's Duties are:
- To consult beforehand with the Secretary on all business to be discussed.
  - To conduct the business according to the order of the agenda paper unless altered with the consent of the meeting.
  - To confine discussion to the item actually before the meeting and to see that it is dealt with and finally settled before passing on to the next.
  - To observe strict impartiality, and to voice no opinion until the item before the meeting has been fully discussed.
  - To see that motions and amendments are correctly worded and correctly put to the vote. Ordinary voting at meetings is by a show of hands but, if secrecy is desired, there should be a ballot.
  - To give all those wishing to speak an opportunity to do so, to see that their remarks are addressed to the Chair and to allow no private discussion or personal matters to be introduced.
  - To see that the Rules and Regulations or Standing Orders of the Brigade Council are complied with.

#### 3. Duties of the Secretary

- 3.1. Before the meeting the Secretary should:
- Arrange a date (in consultation with the Chair) and book the room in which the meeting will be held.
  - Verify that the minutes of the previous meeting are written in the Minute Book.
  - Keep all papers that may be required at the meeting in a special folder in the order in which they come on the agenda.
  - Prepare, or have prepared, any reports, or other information which would normally be submitted or which the previous meeting may have requested.
  - Arrange with the Treasurer about the presentation of the Financial Statement.
  - Settle the items of the agenda with the Chairperson.
  - Send out notices and agenda, at least 14 days before the meeting, to all members entitled to receive them.

3.2. At the meeting the Secretary should:

- Be in attendance early with all necessary books, reports, records and correspondence.
- Make a note of those present, or obtain their signature in the attendance book.
- See that a quorum is present before any business is transacted.
- Read the minutes of the previous meeting if not previously circulated and obtain the Chairperson's signature that the meeting has approved them as a correct record of the previous proceeding.
- Take notes of the proceedings for the minutes. The minutes should essentially record decisions reached on each topic together with such supplementary notes as explain the reasoning behind the decision and record any strong minority views.
- Assist the Chairperson with information and advice.

3.3. After the meeting the Secretary should:

- Enter the minutes in the Minute Book.
- The purpose of minutes is simply to record the date, time and place of a meeting, to list those present and those for whom apologies have been received and to record the decisions of that meeting.
- Narrative minutes are unhelpful and confusing. Individual comments are irrelevant.
- It is important always to remember that once a vote has been taken the result is a decision of the meeting – not just of those who voted in favour of the motion.
- Take any necessary action on any points decided by the meeting.

**4. Duties of the Treasurer:**

4.1. The Treasurer is responsible for:

- Making suitable arrangements for banking and book-keeping and statements of accounts.
- Keeping a General Cash Book which is a summary of all payments and receipts.

**5. Duties of the Committee Members:**

5.1. Committee members should:

- Attend every committee meeting, if possible, and if unavoidably prevented from attending a meeting, send an apology for absence to the Secretary.
- Express openly at the meeting their views of matters under discussion, and obey the Chairperson's ruling with goodwill.
- Remember that proceedings at committee meetings are usually confidential, and should not be discussed outside.

**6. Conduct of Members at Meetings**

6.1. The following rules of procedure help with the orderly and expeditious conduct of business:

- All remarks must be addressed to the Chair.
- Irrelevance, offensive language and reflections of a personal nature are out of order.
- The rulings of the Chairperson are final.
- One speaker only should be allowed at a time.





- If two members speak simultaneously, the Chairperson should call on one to speak first.

## 7. Glossary

- **Abstain** - Voting neither for nor against a motion.
- **Agenda** - This is the programme, or list of items to be discussed by the Committee, for example:
  - (1) Apologies for Absence
  - (2) Minutes of the previous meeting
  - (3) Matters arising from the minutes
  - (4) Correspondence
  - (5) Reports from sub-committees, etc.
  - (6) To receive report from delegates to National Conference
  - (7) Battalion Parade and events
  - (8) Date and Place of next meeting
  - (9) Any other business
- **Against** - A vote in disagreement with the motion.
- **Amendment** - This is a proposition to change the wording of a motion by deleting words from and/or adding words to it. If an amendment is seconded and carried, the motion as amended becomes the substantive motion, replacing its original form. If an amendment is defeated, then the original motion stands. More than one amendment can be put forward to any motion, but each is discussed separately and then voted on in the order in which they are received.
- **Any other business** - Usually the last agenda item, under which any members may raise matters not previously discussed and which it was not possible to include on the agenda notice.
- **Business** - All the matters to be dealt with by the meeting.
- **Carried** - Said of a motion when it has been voted and agreed.
- **Casting vote** - An extra vote which the Chairperson may use to decide a motion when votes for and against are evenly balanced.
- **Correction of minutes** - When the minutes of the previous meeting are due to be signed by the Chairperson as a correct record, it is sometimes found necessary to correct them. Correction may be made if the meeting votes in agreement and correction bears the Chairperson's signature alongside.
- **Defeated** - Said of a motion when it has been voted and decided against.
- **Ex-Officio** - Literally this means "because of this office"; for example, the Chairperson of an Organisation is usually a member of all its committees (because of his office).
- **For** - A vote in favour of the motion.
- **Inquorate** - 'Not a quorum' – a meeting is said to be inquorate and cannot continue its business if fewer members than the quorum are present. If member(s)



leave before the end of the meeting and the number remaining drops below the quorum, discussion should be stopped and the rest of the business be adjourned until the next meeting.

- **Lay on table** - This is said of a document when the committee does not intend to discuss it further.
- **Lost** - Said of a motion when it has been voted against.
- **Majority** - The greater number of votes.
- **Minority** - The lesser number of votes.
- **Motion** - A conditional statement which will be discussed and may be put to the vote at the meeting.
- **Move** - The proposer of a motion is said "to move it" when he asks that it should be put to the vote.
- **Nem con** - 'No-one against'. A motion is passed 'nem con' when some vote for, none vote against but some abstain.
- **Order** - The proper conduct of the meeting.
- **Out of order** - Not conforming to the Rules of Procedure or the proper conduct of the meeting.
- **Point of order** - Is when a member requests the Chair to correct or to bring into line with the Rules of Procedure of the meeting.

Example: "Chairperson on a point of order ....."

The Chairperson must deal immediately with the point of order and his ruling (decision) on the matter is final and may not be discussed.

- **Proposer** - The principal speaker for a motion.
- **Proxy** - A person who has been given the authority to exercise a member's vote, that is to vote instead of that member.
- **Quorum** - The minimum number of members required to be present for the business of a meeting to be conducted. A useful rule is to say the number equal to one third of the membership of the committee.
- **Resolution** - The actual wording of a motion.
- **Second** - The next person to support a motion following the proposer.
- **Status quo** - 'How it stands' said of the "existing situation" on any item at that time.
- **Unanimous** - "(All of) one mind" – when all those members present entitled to vote, vote for the motion.





<b>Training Matrix</b>										V6
		NCO Young Leader	Registered Helper	WO	Officer	CO of a New Company	2IC Officer	CO	Regt or Battalion Staff	Renewable every (yrs)
<b>CLCGB Certificate of Leadership</b>	<b>Course number</b>	Introduction to Leadership	Introduction to Leadership	Basic Certificate of Leadership	Basic Certificate of Leadership	Interim Certificate of Leadership	Intermediate Certificate of Leadership	Advanced Certificate of Leadership	Advanced Certificate of Leadership	
		under 18 yrs	over 18 yrs							
<b>Compliance training</b>		CofE Basic	CofE Foundation	CofE Foundation	CofE Foundation	CofE Foundation	CofE Foundation	CofE Foundation	CofE Foundation	5
Safeguarding	2.2	Optional	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	3
Rules and regulations	1.2	✗	Optional	Optional	Optional	Optional	Mandatory	Mandatory	Mandatory	
First Aid	2.1	As required	As required	As required	As required	As required	As required	As required	As required	3
Intro to Rules, Regs and Safeguarding	1.1	Optional	Mandatory	Mandatory	Mandatory	Mandatory	✗	✗	✗	
<b>Administrative Training</b>										
Company Administration	1.3	✗	Optional	Optional	Optional	Mandatory	Optional	Mandatory	Mandatory	
BMS	1.4	✗	As required	As required	As required	Mandatory	Optional	Mandatory	Optional	
Company Accounts	1.5	Optional	As required	As required	As required	As required	As required	As required	As required	
Section Badge scheme	3.2	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Programme planning	3.1	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
<b>Additional Skills</b>										
Brigade History	3.3	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Food Hygiene	2.3	As required	As required	As required	As required	As required	As required	As required	As required	3
Drill	3.4	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Taking Groups Away S/O (Sleep over U8s)	2.4	Optional	As required	As required	As required	As required	As required	As required	As required	5
Taking Groups Away Part 1 (in Accommodation)	2.5	Optional	As required	As required	As required	As required	As required	As required	As required	5
Taking Groups Away Part 2 (under Canvass)	2.6	Optional	As required	As required	As required	As required	As required	As required	As required	5
Taking Groups Away - E (on Expedition)	2.7	Optional	As required	As required	As required	As required	As required	As required	As required	5
Child Development	4.1	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Communication and Leadership	4.2	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Team working	4.3	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Christian leadership	3.5	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Responsibilities of Leadership	4.4	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Prevent Awareness	4.5	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
<b>Key</b>										
Items marked thus		Mandatory for one leader at each section meeting night								
Items marked thus		Mandatory for one leader in the company for camps to take place								
Items marked thus		Mandatory for all leaders at this level								