

SCOUTS CANADA STANDARD OPERATING PROCEDURES

SECTION 4000 – APPOINTMENTS/POSITIONS

4001 – APPOINTMENTS

4001.1 – Commitment To Principles:

All adults, activity leaders, and Scouters-in-training accepting a role in Scouts Canada must commit themselves to the active expression of the Principles of Scouting, and to helping achieve the Mission. Scouters will do this through affirmation of the Scouter Promise.

All positions are annual appointments. Re-appointments and approval will be based on annual evaluation.

4001.2 – Making Appointments:

Appointments are made by Scouts Canada Commissioners based on the Volunteer Recruitment and Development (VRAD) process upon recommendations from councils and/or areas following a selection and/or election process and input from Sponsors/Partners. In the case of Commissioners, Commissioners are appointed by the next senior Commissioner. Those appointed must be and remain acceptable to, and registered with, Scouts Canada.

Those making appointments must be fully aware of the responsibilities they undertake before appointing anyone to serve in Scouting. They must satisfy themselves that the individual:

- (i) Behaves in daily life in ways that indicate personal beliefs that are in keeping the Principles and Practices of Scouting;
- (ii) Has demonstrated the appropriate attitude and has, or is willing to acquire, skills and knowledge for the job;
- (iii) Is prepared to give the time to do the job effectively, including taking necessary development; and
- (iv) Meets all of the requirements to be a registered member of Scouts Canada.

4001.3 – Warrants of Appointment:

A Warrant of Appointment is signed by the Chief Scout and can be used as an optional form of recognition to signify that an adult volunteer has been invested as a Scouter. Warrants of Appointment are issued by Councils at their discretion.

4001.4 – Termination of Membership:

In any case where an adult or any member of Scouts Canada, whose character is open in any way to suspicion has gained admission, Scouters, Group /Section committees, Sponsors/Partners, Commissioners and Executive Directors must act firmly to provide information so Area/Council Commissioners or Executive Directors can suspend

membership pending a Scouts Canada investigation in accordance with Council Management Operating Procedures. Advise the Council Commissioner and/or the Council Executive Director as soon as possible. Please refer to Section 13020 for procedure.

4002 – COUNCIL COMMISSIONER

A Council Commissioner, selected and appointed by the Executive Commissioner and Chief Executive Officer or his designate, will manage each Council. See end of this Section for Position Description.

4002.1 – Council Youth Commissioner (CYC):

Please see the end of this Section for Position Description.

4002.2 – Deputy Council Commissioner – Recognition:

Please see the end of this Section for Position Description.

4003 – AREA COMMISSIONER

An Area Commissioner, selected and appointed by the Council Commissioner or his designate, will manage each Area. See end of this Section for Position Description.

4003.1 – Area Youth Commissioner (AYC):

Please see the end of this Section for Position Description

4004 – SERVICE SCOUTER

A Service Scouter is a registered adult member who offers service to Scouts Canada through a Commissioner and because of experience, training, motivation and personal qualities is selected and appointed by a Commissioner as a supporting resource for leaders providing programs to youth or to support Areas and Councils.

Job descriptions for Service Scouters are identical throughout Scouts Canada, and emphasize that the individual must be readily and conveniently available to provide advice, development and support to leaders or Area or Council Administrators; dedicated to the personal support task and have no responsibility for conducting events or other program activities; and are not normally registered leaders in any operating youth program.

4005 – SPONSORS/PARTNERS

4005.1 – Charters:

See Section 2003.4(ii).

4005.2 – Sponsoring Institutions:

Scouts Canada's section programs are made available through Sponsors/Partners - associations, institutions, organizations and individuals who use one or more of these programs to serve the needs of youth in their community.

Examples of Sponsors/Partners are:

- (i) Churches, temples and synagogues,
- (ii) Home and school associations, schools, colleges and hospitals,
- (iii) Service clubs, fraternal and civic organizations,
- (iv) Military bases,
- (v) Business, companies, and industries,
- (vi) Professional business and occupational association, and
- (vii) Group of citizens, parents.

Membership may be restricted to those who are members of, or who are otherwise identified with, the Sponsor/Partner.

4005.3 – Responsibilities of Sponsors/Partners:

See Section 2003.4(iv), (v).

4006 – GROUP COMMISSIONER

The Group Commissioner, who is a registered member appointed to this position by the Area Commissioner, is recognized as the principal point of contact for the Group and assumes the leadership of a Group Committee, directly accountable to the Area Commissioner. The Group Commissioner's prime function is growth and development of the section and to ensure compliance with Scouts Canada's *By-Law, Policies and Procedures* as well as Program Standards, and ensures that Section leaders receive appropriate program service and support. See end of this Section for Position Description.

Where warranted, a Group Commissioner may be responsible for more than one Group.

Typical roles and/or responsibilities include but are not limited to:

- Recruitment, selection and recommending the appointment of leaders;
- Review and approval of Section programs and outdoor activities;
- Policy, procedure, and Program Standards compliance;
- Encourage an attitude favorable for growth;
- Assist leaders where necessary;
- Leader development; and
- Relationships - parents, leaders, Partner/Sponsor, other Commissioners.

Group Commissioners cannot do this solely by themselves. They must build a team appropriate to the size of the Group. This would include someone to take care of the financial responsibilities (the Group Treasurer/Fundraiser), a Group Registrar and perhaps a Group Secretary. In larger Groups, a Group Administrator may be recruited to take care of many of the administrative responsibilities of the Group Commissioner.

4007 – GROUP COMMITTEE

Group Committees are formed to assist Group Commissioners in servicing and supporting Groups. Group Commissioners need not do everything themselves. Part of their responsibility includes assessing the needs of the Group, determining the amount of work to be done and, if necessary, building a team to ensure that all tasks/responsibilities are achieved.

Depending upon the size of the Group, positions may be merged or other positions added as required, i.e., large Groups may find it helpful to add a Group Fundraiser, or Quartermaster to look after the purchasing, storage, maintenance and insurance of equipment. Examples of positions that Group Committees may choose to fill may include, but are not limited, those listed below.

4007.1 – Group Administrator

Effectively administer the non-program activities that are related to the Group and the well being of the Group as directed by the Group Commissioner. See end of this Section for Position Description.

Typical roles and/or responsibilities may include but are not limited to:

- Assuming, at the request of the Group Commissioner, the chair of Group Committee meetings;
- Creating/providing opportunities for growth;
- Assisting with the preparation and approving of budgets;
- Preparing for and participating in the Group Annual Review;
- Ensuring that all potential members are properly accommodated in Groups and registered;
- Group functions/events;
- Recording and maintaining Group records; and
- Assisting leaders as required.

4007.2 – Group Treasurer/Fundraiser

Effectively record, maintain, plan and explain all financial matters pertaining to the Group. Ensure that the Group participates in all of Scouts Canada's official fundraisers. Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans. Parents can be a fantastic resource assisting with fundraising to support the Group. See end of this Section for Position Description.

4007.3 – Group Secretary

Effectively record and maintain minutes and decisions made as well as compose other correspondence as required by the Group Committee. Provides excellent support to Section Scouters and Group Commissioner ensuring appropriate forms are provided to the Council in a timely manner. See end of this Section for Position Description.

4007.4 – Group Registrar

Effectively register all members through Scouts Canada's Membership Management System. Organize a pre-registration program in the spring for new and returning members as well as a fall registration process. See end of this Section for Position Description.

4008 – SECTION LEADERSHIP

4008.1 – Section Leadership Appointments:

Section Scouters are appointed by a Group Commissioner or more senior Commissioner on behalf of Scouts Canada, following approval as a registered adult member. In the case of Venturer companies and Rover crews, the youth members should be involved in their selection. Approval for appointment should be based on age, maturity, personal example and the ability to work effectively with the selected age group and other members of the leadership team.

Whenever possible, all Scouters will ensure they obtain competencies for the appropriate Section within one year of appointment, to ensure the development of quality leadership. Scouters must be so advised before appointment. All members must be, and remain, acceptable to and registered with, Scouts Canada. See end of this section for Position Descriptions.

4008.2 – Requirements for Section Leadership:

Beaver, SCOUTSabout, Cub and Scout, sections will have at least two registered Scouters, both of which are 18 years of age or older and one who is responsible for the Section and the leadership team; in the case of Beavers, this Scouter is designated as the contact person.

Venturer and Extreme Adventure sections will have at least two registered Scouters, one of which is 21 years of age or older and who is responsible for the section and leadership team. Assistant leaders must be at least 18 years of age.

Section Scouters are volunteers who have agreed to assist in the promotion of the Principles of Scouting and to abide by the By-Law, Policies and Procedures of Scouts Canada. They must have:

- (i) An ability to work harmoniously with the members of their Section and to co-operate with others; and
- (ii) A willingness to develop their leadership and program skills through training.

NOTE: Adults may only serve in one position at any one time where there is direct contact with youth.

(iii) **Colony, Pack, Troop, and SCOUTSabout:**

Each Colony, Pack, Troop and SCOUTSabout Section must have a minimum of two Scouters present at all times. In total, the minimum ratio of Scouters to youth members for a Colony or Junior SCOUTSabout Section is 1:5; or 1:6 for a Pack, Troop, Senior SCOUTSabout Section; but not less than two (2). See Section 10001 for additional requirements for Camping and Outdoor Activities.)

(iv) **Activity Leaders (AL) and Scouters-in-Training (SIT) (See Section 4008.4; 4008.5):**

Activity leaders and Scouters-in-Training are to be encouraged to work with, and be part of the Beaver, Cub and Scout leadership teams.

In addition, one or more Wolf Cubs known as Keeo serve as a link between the Beaver and Wolf Cub Sections and to strengthen communications between Beavers and the adult leadership team. Keeo is also a member of the leadership team.

In addition, one or more Scouts known as Kim serve as a link between the Wolf Cub and Scout Sections, and to strengthen communications between Cubs and the leadership team. More than one Scout may fill this position at the same time. Kim is also a member of the leadership team. See end of this Section for Position Description.

SIT's working with colony and pack Sections can be included in the Scouter : youth member ratio provided they have successfully completed Wood Badge Part I for the Section in which they will be working. Note: minimum standard of two registered adults must be maintained.

(v) **Venturer Companies and Extreme Adventure Groups:**

Whenever adults (Scouters) are present, there must be at least two, one of which must be a registered Scouter (see Section 4008.3 and 10001.4).

(vi) **Rover Crews:**

Must have at least one Scouter who is 25 years of age and who is responsible for the section (see Section 10001.5).

(vii) **Increasing Ratios:**

Scouts Canada's Duty of Care (Section 7000) impacts the appropriate ratio used. Ratios may be increased by the leadership team depending on factors including, but not limited to:

- Location of activity.
- Technical skills required of leadership team and participants.
- Youth skills, attitude, capabilities and fitness levels.
- Leader skills, attitude, capabilities and fitness levels.
- Familiarity of surroundings.
- Time of year

4008.3 – Exceptional Circumstances (Adult Supervision):

In exceptional circumstances, where one or more Scouters are unable to attend a meeting/activity, another registered Scouter should be recruited to take his/her place. If the Scouter in charge is to be replaced it must be with: **Beaver/Cub/Scout section, an adult who is 18 years of age or older; Venturer section and adult who is 21 years of age or older.** If it is not possible to replace a registered Scouter with another registered Scouter, a parent/guardian may be recruited to fill in. *Note: In this situation, at least 50% of the leadership team must be Registered Scouters.*

4008.4 – Activity Leaders:

Activity leaders are registered members, 14 or 15 years old, who work with a Beaver colony or a Wolf Cub pack as part of its leadership team of the Section. Activity leaders assist with the conduct of activities and serve as instructors or helpers as members of the Beaver colony or Wolf Cub pack leadership team. They must be willing to participate in a training program

designed for this age group in order to equip themselves for the job. They are not part of the Scouter : youth ratio.

4008.5 – Scouters-in-Training:

Scouters-in-Training (SIT's) are registered members, 16 or 17 years old, who work with a Beaver colony, Wolf Cub pack or a Scout troop. Scouters-in-Training assist with the operation of any aspects of the program as members of the Beaver colony, Wolf Cub pack, and Scout troop leadership team.

Scouters-in-Training must be willing to participate in a development program to equip them for the job. As such, SIT's are eligible to take Wood Badge Part I and receive the appropriate recognition. The age requirement for Wood Badge Part II is 18.

SIT's working with colony and pack Sections can be included in the Scouter : youth member ratio provided they have: (1) successfully completed Wood Badge Part I for the Section in which they will be working; (2) have completed three Personal Reference Check (usually the individuals section leader); and (3) has read and understands the Duty of Care document. Note: minimum standard of two registered adults must be maintained.

4008.6 – Co-Ed Leadership:

Co-ed leadership is strongly recommended for Beaver, Cub, Scout Sections and Venturer companies when they contain both male and female members.

4009 – DEPUTY EXECUTIVE COMMISSIONERS:

Annually the Executive Commissioner & CEO appoints five Deputy Executive Commissioners as outlined below.

4009.1 – Deputy Executive Commissioner – Program

Position description to be developed and included at the end of this Section.

- (i) **Assistant Deputy Executive Commissioner – Adult Development**
Annually the Deputy Executive Commissioner – Program appoints a Assistant Deputy Executive Commissioner – Adult Development – see Position Descript at end of this Section.
- (ii) **Assistant Deputy Executive Commissioner – Program**
Annually the Deputy Executive Commissioner – Program appoints a Assistant Deputy Executive Commissioner – Program – see Position Descript at end of this Section.
- (iii) **Assistant Deputy Executive Commissioner – Recognition**
Annually the Deputy Executive Commissioner – Program appoints a Assistant Deputy Executive Commissioner – Recognition – see Position Descript at end of this Section.

4009.2 – Geographic Deputy Executive Commissioners (East, Central, West)

Position description to be developed and included at the end of this Section.

4009.3 – Deputy Executive Commissioner – Youth

Position description to be development and included at the end of this Section.

(i) **Geographic Deputy Executive Commissioners – Youth (East, Central, West)**

Annually the Deputy Executive Commissioner – Youth, appoints three geographic Deputy Executive Commissioners – Youth - see Position Description at end of this Section.

COUNCIL COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Executive Commissioner and Chief Executive Officer

Term: Appointed annually by the Executive Commissioner and Chief Executive Officer or his/her Deputy and in consultation with the council concerned. The Council Commissioner shall not hold office for more than three (3) consecutive years.

Time required: 20 to 24 hours per month (on average)

Scope of Position: Work closely with the Council Executive Director in planning and managing the affairs of the Council. The Council Commissioner is recognized as the principle point of contact for the Council regarding program management activities. (See Section 2001.6). Expected to participate in the National Commissioners Forum.

Responsibilities:

- Ensure Council Action Plan is consistent with Scouts Canada's Strategic Directions.
- Responsibilities also include communication and ensuring that the Area Commissioners receive the service and support necessary for them to perform their roles. Typical roles and/or responsibilities may include but are not limited to:

Membership:

- Encourage an attitude favorable for growth and ensure that opportunities for growth are created and provided within each Area.
- Regularly meet with Area Commissioners to review their plan and progress for achieving growth.
- Ensure that the VRAD process is effectively managed in each Area.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and appoint:
 - Area Commissioners
 - Other adult registered members to assist in the management of the Council as necessary (i.e. Adult Development, Service and Support, Communications, etc.).

Communication:

- Represent the Council as a member of the Executive Commissioner and Chief Executive Officer's team and provide quarterly reports on the program status of the Council.
- Ensure that there is an effective flow of accurate and timely information regarding all Scouting matters, including procedure and policy changes.
- Develop positive working relationships with Council and Area Commissioners, Leaders and the community at large within their Council.
- Promote and encourage Area Commissioners to develop Area Scouters' Clubs.

Program Support:

- Provide assistance and leadership to the Area Commissioners.

- Ensure appropriate involvement of youth at all levels of Council operations.
- Be a catalyst for youth input and involvement at the Council level.

Council Commissioner Volunteer Position Description, Page 2

- Ensure that Area Commissioners regularly meet with Group Commissioners to ensure that Leaders are achieving Scouts Canada's Program Standards.
- Ensure due emphasis is placed on risk management with a focus on member safety.
- Identify/engage external resources as required so that Council initiatives and goals can be achieved.
- Provide support in the preparation of Council camps or special events.
- Ensure compliance with all Scouts Canada's Policies and Procedures.

Program Evaluation:

- Conduct evaluations of Area Commissioners, identify development needs and provide opportunities for further leadership development where required.
- Prepare and conduct Area reviews.

Volunteer Recruitment And Development Strategy

- Ensure compliance with all Screening Procedures set by Scouts Canada.
- Advise the Council Executive Director immediately if, as a result of a complaint or observed behavior, a Member should be suspended. Take appropriate action as directed by Council Executive Director. Council Management Operating Procedures must be followed.
- Identify the developmental needs of Volunteer members within the Council and provide opportunities for appropriate leadership development.
- Be a catalyst for service and achievement recognition for members within the Council.

Qualifications

The ideal candidate will have:

- Two or more years experience as a Leader.
- Completed Wood Badge Part II for one or more program Sections.
- Committed to undertake further personal development related to their role as Council Commissioner within one year.
- Demonstrated effective interpersonal skills.
- Modeled positive behaviors appropriate to Scouting.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process.

COUNCIL YOUTH COMMISSIONER VOLUNTEER POSITION DESCRIPTION

<u>Accountable to:</u>	Council Commissioner
<u>Term:</u>	Appointed annually by the Council Commissioner, in consultation with the Council Youth Forum and the Council Executive Director The Council Commissioner -Youth will not serve more than three (3) years consecutively,
<u>Time required:</u>	10 to 15 hours per month.
<u>Scope of Position:</u>	The Council Youth Commissioner (CYC) is the recognized point of contact on issues of program satisfaction and evaluation between the youth, the Council Management Committee and the areas. The Council Youth Commissioner shall be a catalyst for promoting meaningful youth involvement within the Council and seeing that Youth initiatives are actively supported and recognized in conjunction with the Area Youth Commissioners.

Major Responsibility:

The CYC's role is to ensure in conjunction with the Council Management Committee that communication is of the highest priority between the youth, the Council, the Area Service Teams and the groups. The CYC should also act to fulfil the aims and objectives of the national youth network and the Council Youth Forum. Priority is given to: Youth input, Local initiatives, Network development, Membership Development Activities and Section Support.

Duties and Responsibilities:

1. Have Fun
2. Serve as Chair of the Council Youth Forum
3. Serve as a member of the Council Management Committee, the Council Community Advisory Committee and the Council Key 3.
4. Assist the Area Commissioners to Recruit and appoint Deputy Area Commissioners Youth.
5. Encourage training for youth, Council Management Committee and Area Service Team members.
6. Promote volunteer development & training in conjunction with the Council Volunteer Development & Training Committee.
7. Provide support to section leaders and the groups, in the form of evaluation and feedback on program delivery and youth involvement.
8. Work closely to ensure that a climate exists between the youth, group, area and the Council that will facilitate a close form of communication and good working relations.
9. Communicate on a regular basis with the Council Commissioner and or their area mentor to report all progress and difficulties encountered in their position.
10. Participate on the National Youth Forum and communicate on a regular basis with Deputy Executive Commissioners – Youth.
11. Work closely with Council Management Committee encouraging an attitude favourable to growth and expansion.
12. Ensure that youth and adult volunteers are recognized for their contributions, through either local or national awards process.

Council Youth Commissioner Volunteer Position Description, Page 2

13. Encourage Area Youth Commissioners to attend the Area Scouters' Clubs.
14. Assist the Council Management Committee in an annual goal setting process consistent with Scouts Canada's Strategic Directions.

Qualifications:

Enthusiastic and committed providing they have the time available without interfering with their academic achievements.

Demonstrated skills in:

- communications
- time management
- planning
- team player
- positive attitude
- willing to grow
- willing to take training appropriate to their role

Demonstrated knowledge of:

- Scouting's programs
- By-law, Policies & Procedures
- Scouts Canada's Mission Statement
- Program resources available

DEPUTY COUNCIL COMMISSIONER – RECOGNITION VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner
Note: This may vary from council to council.

Term: The Council Commissioner annually appoints the Deputy Council Commissioner - Recognition at an appropriate General Meeting of the Council for a three (3) year term.

Time required: 8 to 10 hours per month

Scope of Position: The Deputy Council Commissioner – Recognition ensures the implementation and promotion of a system of recognition for adults and youth members for outstanding service, gallantry, meritorious conduct or local awards.

Responsibilities:

1. Be pro-active in assisting the recognition process in imaginative ways.
2. Promote the attached position on encouraging awards.
3. Participate as a member of the Council Management Committee and the Council Service Team – both these are optional and to be determined by each council.
4. Serve as the Chair of the Council Recognition (Honours & Award) Committee.
5. Provide appropriate leadership in the recruitment, training, direction, supervision and evaluation of members of the committee.
6. Make certain that the committee is working and coordinated towards the Mission Statement and council goals and that there are regular opportunities to review progress.
7. Monitor areas of responsibility within the Council Plan and recommend changes where appropriate.
8. Ensure that correspondence and submissions are reviewed in a timely manner.
9. With members of the Council Recognition Committee, initiate succession planning for the committee and work to ensure that there is a supporting committee at the Area level.
10. With members of the Council Recognition Committee, assist and guide development of and where necessary, identify and prepare applications for members of the Council deserving of recognition, which may include awards issued by other agencies.
11. Review all Area Recognition submissions to ensure completeness and to suggest any changes necessary for consideration for a higher award. Forward submission to next senior council in a timely manner.
12. Promote to all members of the Council, the procedures for recognizing gallantry, meritorious conduct and outstanding service to Scouting. Working with the Deputy Council Commissioner – Volunteer Development and Training, arrange workshops/training opportunities as appropriate.

Deputy Council Commissioner – Recognition Volunteer Job Description:

13. Arrange for the notification and presentation of approved awards, based on developed practices
14. In cooperation with Areas, ensure that award recipients are appropriately identified to the local media.
15. Prepare articles for the Council newsletters, recognizing those who have received awards.
16. Working with Areas, identify partners deserving recognition and ensure appropriate recognition takes place.
17. Working with the Council Recognition Committee, organize and conduct an annual Adult Recognition Ceremony.
18. Develop materials on the recognition process for websites and cross council communication.
19. Be part of the National Honours & Awards network to develop and explore further honours and awards.

Qualifications:

- Willing to commit 8 – 10 hours per week.
- Maintain a cheerful, energetic, objective and positive attitude towards Scouting and fellow Scouters.
- Be a good communicator.
- Be able to work on a large team.
- Have knowledge of the By-Law, Policies, and Procedures of Scout Canada.
- Knowledge of Scouting's Mission Statement.
- Familiar with Scouts Canada resources and literature.
- Have leadership experience in at least one program section.
- Have a minimum of 3 years experience in the organisation, or equivalent experience in a leadership setting.
- Having attended and completed Wood Badge Part II in one or more program sections would be a definite asset.
- Having attended a Service Team and or National Training Event is an asset.
- Take appropriate training related to functioning in the role within one year.
- Willing to grow as a volunteer of Scouts Canada.

Relationships:

The Deputy Council Commissioner – Recognition works with:

- Council Commissioner
- Executive Director
- Deputy Council Commissioners
- Council Management Committee
- Area Commissioners
- Group Commissioners
- Assistant Area Commissioners - Recognition
- Deputy Area Commissioner – Volunteer Services (if applicable)
- Assistant Area Commissioner – Volunteer Development
- Area program resource Scouters, event organizers and trainers

Deputy Council Commissioner – Recognition Volunteer Job Description:

- Council Field Executives
- Operations Centre Staff
- National Honours & Awards Committee

Attitude, Skills & Knowledge:

- Demonstrated commitment to the Mission, Principles and Practices of Scouts Canada.
- Demonstrated commitment to social inclusiveness.
- Demonstrated leadership, organization, communication, planning, problem solving and decision making skills.
- Willing and able to work as a member of a team.
- Effective communication.
- Effective interpersonal relations.
- Planning, organizing, problem solving and decision-making.
- Knowledge of communities served.
- Knowledge of Scouting programs although this may be acquired.
- Knowledge of group community operations and the role of servicing.
- Coaching, mentoring; ability to provide guidance; facilitation and encouragement.
- Knowledge of the Honours and Awards recognition process
- Knowledge of Scouting's accreditation program

AREA COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner

Term: Appointed/elected annually by the Council Commissioner in consultation with the members in the area to be served. The Area Commissioner shall not hold office for more than three (3) consecutive years.

Time required: 16 to 20 hours per month (on average)

Scope of position: The Area Commissioner is recognized as the principle point of contact for the Area.

Responsibilities:

- Responsibilities include Communication and ensuring that the Group Commissioners receive the service and support necessary for them to perform their roles. Typical roles and/or responsibilities may include but are not limited to:

Membership:

- Encourage an attitude favorable for growth and identify, create and provide opportunities for growth within the Area.
- Regularly meet with Group Commissioners to review their plan and progress for achieving growth.
- Effectively manage the VRAD process in the Area.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and appoint:
 - Group Commissioners
 - Other adults to assist in the management of the Area as necessary (i.e. Adult Development, Service and Support, Communications, etc.).

Communication:

- Represent the Area as a member of the Council Commissioner's team and provide monthly reports on the program status of the Area.
- Manage the flow of accurate and timely information on all Scouting matters, including procedure and policy changes.
- Develop positive working relationships with Group and Council Commissioners, Leaders and the community at large within their area.
- Encourage Section Leaders and Group management team members to attend Area Scouters' Clubs.

Program Support:

- Provide assistance and leadership to the Group Commissioners
- Be a catalyst for youth input at the Area level.
- Regularly meet with Group Commissioners to monitor progress in achieving Scouts Canada's Program Standards and provide assistance where possible.

Area Commissioner Volunteer Position Description, Page 2

- Ensure due emphasis is placed on risk management with a focus on member safety.
- Identify/engage external resources as required so that Area initiatives and goals can be achieved.
- Provide support in the preparation of Area camps or special events.

Program Evaluation:

- Ensure compliance with Scouts Canada's Policies, Procedures and Program Standards.
- Prepare and conduct Group Audits.
- Ensure compliance with all Screening Procedures as set by Scouts Canada.

Volunteer Recruitment and Development Strategy:

- Conduct evaluations of Commissioners, identify development needs and provide opportunities for further leadership development where required.
- Advise the Council Executive Director immediately if, as a result of a complaint or observed behavior, a Member should be suspended. Take appropriate action as directed by Council Executive Director. Council Management Operating Procedures must be followed.
- Identify the developmental needs of Volunteer members within the Area and ensure opportunities for appropriate leadership development are provided.
- Be a catalyst for service and achievement recognition for members within the Area.
- Recommend approval of adult members where no Group Commissioner is available.

Qualifications:

The ideal candidate will have:

- Two or more years experience as a Leader.
- Completed the Wood Badge Part I for one or more program Sections.
- Committed to undertake further personal development related to their role as Area Commissioner within one year.
- Demonstrated effective interpersonal skills.
- Modeled positive behaviors appropriate to Scouting.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process

AREA YOUTH COMMISSIONER VOLUNTEER POSITION DESCRIPTION

<u>Accountable to:</u>	The Area Commissioner
<u>Appointment:</u>	In consultation with the Area Youth Forum, the Area Commissioner appoints the Area Youth Commissioner annually. The Area Youth Commissioner will not serve more than three (3) years consecutively.
<u>Time required:</u>	10 to 15 hours per month.
<u>Scope of Position:</u>	The Area Youth Commissioner (AYC) is the recognized point of contact on issues of program satisfaction and evaluation between the youth Area Service Team. The AYC shall be a catalyst for promoting meaningful youth involvement within the area and seeing that Youth initiatives are actively supported and recognized in conjunction with Council Youth Commissioner (CYC).

Major Responsibility:

The AYC's role is to ensure in conjunction with the Area Service Team that communication is of the highest priority between the youth and the groups, the Area Service Team and the Council. The AYC should also act to fulfil the aims and objectives of the Council youth network. Priority is given to: Youth input, Local initiatives, Network development, Membership Development & Growth Activities and Section Support.

Duties and Responsibilities:

1. Have Fun.
2. Serve as Chair of the Area Youth Forum.
3. Serve as a member of the Council Youth Forum and communicate on a regular basis with mentor assigned to Council Youth Forum.
4. Assist the AC to Recruit and appoint Youth Representatives.
5. Encourage training for youth area team members.
6. Promote member development in conjunction with the DAC Volunteer Development & Training.
7. Work with the Area Service Team to provide direct support to section leaders and the group, in the form of evaluation and feedback on program delivery.
8. Work closely to ensure that a climate exists between the youth, group, and area that will facilitate a close form of communication and good working relations.
9. Communicate on a regular basis with the Area Service Scouter assigned to mentor them and report progress and difficulties encountered in their position.
10. Work closely with groups and area team encouraging an attitude favourable to growth and expansion.
11. Define along with Area Service Team resources needed to promote Scouting's needs within the communities we serve.
12. Ensure that youth and adult volunteers are recognized for their contributions, through either local or national awards process.
13. Encourage youth representatives. to attend the Area Scouters' Clubs.
14. Assist the Group, Group Scouter, and other Area Service Team members in an annual goal setting process.

Area Youth Commissioner Volunteer Position Description Page 2

Qualifications:

Enthusiastic and committed providing they have the time available without interfering with their academic achievements.

Demonstrated skills in:

- communication
- time management
- planning
- team player
- positive attitude
- willing to grow the movement
- willing to take training appropriate to their role

Demonstrated knowledge of:

- Scouting's programs
- By-law, Policies & Procedures
- Scouts Canada's Mission
- Program resources available

COUNCIL SERVICE SCOUTER VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner

Term: Appointed annually by the Council Commissioner.

Time required: 15 to 20 hours per month

Scope of Position: The recognized primary point of contact for all issues of Council servicing, Group support and program delivery.

Responsibilities:

- Ensure the delivery of Scouts Canada's programs in accordance with its Mission and Principles, which meet Scouts Canada's Program Standards and are in keeping with the goals and ideals of the Partner/Sponsor.
- Work with the Areas and encourage Scouters to attend the Area Scouters' Clubs.
- Actively promote volunteer development and training offered by Scouts Canada.
- Monitor and coach service delivery at the Area level.
- Work closely to ensure that a climate exists between the Council team and the Areas that will facilitate a close form of communication and good working relations.
- Communicate on a regular and timely basis with the Council Commissioner and report progress and difficulties encountered in their position.
- Along with the Council team be an agent of information or a liaison for the Council and as such provide accurate and timely two-way information given on all Scouting events, program updates, and program evaluation, procedural and or policy changes, and ensure that the information gets to the appropriate persons.
- Ensure that adult volunteers are recognized for their contributions, through either local or national awards process.
- Perform other duties as assigned by their Commissioner.

Qualifications:

The ideal candidate will have:

Demonstrated skills in:

- communications
- team player
- time management
- problem solving and decision making
- conflict resolution
- planning

Demonstrated knowledge of:

- Scouting's Mission
- *By-law, Policies and Procedures*
- servicing standards and operations
- Scouts Canada's Program Standards
- volunteer development and training
- availability of program resources
- Scouting's seven programs.

AREA SERVICE SCOUTER VOLUNTEER POSITION DESCRIPTION

Accountable to: Area Commissioner

Term: Appointed annually by the Area Commissioner.

Time required: 15 to 20 hours per month

Scope of Position: The recognized primary point of contact for all issues of servicing, Group support and program delivery.

Responsibilities:

- Ensure the delivery of Scouts Canada's programs in accordance with its Mission and Principles, which meet Scouts Canada's Program Standards and are in keeping with the goals and ideals of the Partner/Sponsor.
- Work with the Area Team Members to provide direct support to Section leaders.
- Participate in recruiting, orienting, coaching, mentoring, training and evaluation of Section leaders and committee members.
- Be the primary source of contact for Scouters at the Group level, and as such provide accurate and timely information and support on all Scouting events, programs, procedures, and policy changes and ensure that the information gets to the appropriate persons.
- Communicate regularly with the Area Commissioner and report all progress and difficulties encountered in the Groups.
- Encourage the development of sound relationships between the Groups, and Area.
- Identify the development/training needs of the Groups.
- Ensure that adult volunteers are recognized for their contributions, through either the Honours and Awards program or some other form of recognition.
- Encourage leaders to attend Area Scouters' Club.
- Assist the Group in completing the annual Group registration process.
- Guide and assist the Groups in the goal setting process, developing action plans, and risk management.
- Perform other duties as assigned by their Commissioner.

Qualifications:

The ideal candidate will have:

Demonstrated skills in:

- communications
- team player
- time management
- problem solving and decision making
- conflict resolution
- planning

Area Service Scouter Volunteer Position Description, Page 2

Demonstrated knowledge of:

- Scouting's Mission
- *By-law, Policies and Procedures*
- servicing standards and operations
- Scouts Canada's Program Standards
- volunteer development and training
- availability of program resources
- Scouting's seven programs.

GROUP COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Area Commissioner

Term: Selected or elected, then appointed annually by the Area Commissioner

Time required: 12 to 16 hours per month (on average)

Scope of Position: The Group Commissioner is recognized as the principle point of contact for the Group and assumes the leadership of the Group Committee. The Group Commissioner may delegate the responsibility for chairing the Group Committee meetings to the Group Administrator but still retains the responsibility of accountability to the Area Commissioner for the Group's overall well being.

Responsibilities:

- Provide an essential link between Sections, Groups and Areas.
- Be the conduit for rapid communication and response providing a direct avenue for servicing and the passage of information in both directions.
- Ensure the delivery of Scouts Canada's programs in accordance with its Mission and Principles, which meet Scouts Canada's Program Standards and are in keeping with the goals and ideals of the Partner/Sponsor.
- Ensure compliance with all Policies and Procedures of Scouts Canada
- Establish and maintain positive relationships with parents, leaders, Partner/Sponsor, other Commissioners and the community at large.

Membership:

- Encourage an attitude favorable for growth and create/provide opportunities for growth within the Group.
- Effectively manage the VRAD process at the Group level.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and recommend for membership:
 - Section leaders
 - Other adults to assist in the management of the Group as necessary (i.e. Treasurer, Secretary, Administrator, Registrar, Quartermaster).

Communications:

- Represent the Group as a member of the Area Commissioner's team and provide monthly reports on the program status of the Group.
- Communicate accurate and timely information on all Scouting matters, including procedure and policy changes, between the Scouters in the Group and the Area Commissioner.
- Develop positive relationships between the Sections, the Sponsor/Partner, the community and the Area Commissioner's Team.
- Encourage Section leaders and Group Committee members to attend Area Scouters' Clubs.

Group Commissioner Volunteer Position Description, Page 2

Program Support:

- Provide assistance and leadership to the Group in the development of quality program plans on a regular basis (as per Scouts Canada's Program Standards).
- Approve Section programs and outdoor activities.
- Regularly meet with leaders to monitor progress in achieving Program Standards and provide assistance where possible.
- Ensure all guidelines, practices and procedures pertaining to risk management and the safety of members is strictly adhered to.
- Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.
- Provide support in the preparation of camps or special events.
- When necessary, assume direction of a Section.

Program Evaluation:

- Ensure compliance and achievement with Scouts Canada's Policies, Procedures and Program Standards.
- Following the VRAD process, conduct evaluations of leaders, identify development needs and communicate opportunities for further leadership development where required.
- Prepare and conduct Program Review.
- Prepare for, and participate in, the Group Annual Review.

Volunteer Recruitment and Development Strategy:

- Ensure Group compliance with all Screening Policies and Procedures as set by Scouts Canada.
- Advise the Council Commissioner immediately if, as a result of a complaint or observed behavior, a member should be suspended. Operating Procedure for Suspension and Termination of Membership (see Council Management Operating Procedures) must be followed.
- Identify the developmental needs of volunteer members within the Group and ensure opportunities for appropriate leadership development are communicated.
- Be a catalyst for service and achievement recognition for members within the Group.

Qualifications:

The ideal candidate will have:

- Two or more years experience as a Leader.
- Completed Wood Badge Part I for one or more Sections.
- Undertake further personal development related to their role as Group Commissioner within one year.
- Demonstrated effective interpersonal skills.
- Modeled positive behaviors appropriate to Scouting.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process

GROUP ADMINISTRATOR VOLUNTEER POSITION DESCRIPTION

Accountable to: Group Commissioner

Term: Selected or elected, then appointed annually by the Group Commissioner

Time required: 8 to 10 hours per month (on average)

Scope of Position: Effectively administer the non-program activities that are related to the business component and the well being of the Group as directed by the Group Commissioner.

Responsibilities:

- Assume, at the request of the Group Commissioner, the chair of the Group Committee meetings.
- In conjunction with the Group Commissioner ensure compliance with all Policies and Procedures of Scouts Canada.

Membership:

- Create/provide opportunities for growth within the Group.
- Assist the Group Commissioner to recruit, orient and appoint:
 - Section Leaders
 - Other adults to assist in the management of the Group as required (i.e. Treasurer, Registrar, Secretary).
 - Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

Communications:

- Provide monthly reports on the administrative status of the Group to the Group Commissioner.
- Be familiar with and support the Group Commissioner in the explanation of the Administrative policies and procedures for the Group.
- Work closely with the Group Secretary to ensure that the minutes and records of the Group are recorded and maintained.

Program Support:

- Provide assistance and leadership to the Section leaders in the development of budgets.
- Coach/Mentor and assist the administrative members of the Group Committee in achieving competency and ensuring that all reporting and activities are consistent with Scouts Canada's Mission, Policies and Practices.
- Prepare for, and participate in, the Group Annual Review, paying particular attention to all non-program related activities such as the Group financial statements in conjunction with the Group Treasurer.
- Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation of camps and special events.

Group Administrator Volunteer Position Description, Page 2

Qualifications:

The ideal candidate will have:

- Demonstrated the appropriate knowledge and skills related to the position.
- Committed to further personal development related to their role within one year.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.

GROUP TREASURER/FUNDRAISER VOLUNTEER POSITION DESCRIPTION

Accountable to: Group Commissioner

Term: Selected or elected, then appointed annually by the Group Commissioner

Time required: 4- 6 hours per month (on average)

Scope of Position: Encourages and supports participation in all of Scouts Canada's official fundraisers.

Responsibilities:

- In conjunction with Group Committee members, ensure financial compliance with Scouts Canada's Policies and Procedures.
- Effectively record, maintain, plan and explain all financial matters pertaining to the Group.
- Be one of the principal signing officers for the Group.
- Prepare, in conjunction with the Group Committee, the financial records for the Group Annual Review.

Membership:

- Create/provide opportunities for growth within the Group.

Communications:

- Regularly report the financial status of the Group to the Group Administrator or Group Commissioner.
- Produce the audited * financial report for release.
 - * **Note:** The term "audit", when applied at the Group level, simply means to have an impartial third party review the financial reports of the Group.

Program Support:

- Provide assistance and leadership to the Section leaders in the development of Section budgets.
- Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans.
- Be the principal point of contact on matters of fundraising for the Group.
- Coach/Mentor and assist the members of the Group in attaining competency in their financial management.
- Prepare for and participate in, the Group Annual Review; paying particular attention to all financial and fundraising matters.
- Identify/encourage external resources as required by the Group Commissioner so that the Group's annual goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation and approval of budgets.

Group Treasurer/Fundraiser Volunteer Position Description, Page 2

Qualifications:

The ideal candidate will have:

- A background in finance.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process

GROUP SECRETARY VOLUNTEER POSITION DESCRIPTION

Accountable to: Group Commissioner

Term: Selected or elected, then appointed annually by the Group Commissioner

Time required: 4 to 6 hours per month (on average)

Scope of Position: Effectively record and maintain minutes as well as compose other correspondence as required by the Group Committee.

Membership:

- Create/provide opportunities for growth within the Group.
- Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

Communications:

- Produce for release written material upon the direction of the Group Administrator and/or the Group Commissioner.

Program Support:

- Prepare for, and participate in, the Group Annual Review, paying particular attention to all minutes and correspondence prepared for the Group over the past year.
- Provide support to the Group Commissioner and/or the Group Administrator as required.

Qualifications:

The ideal candidate will have:

- Word processing skills.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process

GROUP REGISTRAR VOLUNTEER POSITION DESCRIPTION

Accountable to: Group Commissioner

Term: Selected or elected, then appointed annually by the Group Commissioner

Time required: 4 – 6 hours per month (on average)
NOTE: Heavier time commitment during registration period.

Scope of Position: Ensure that youth and adults are registered promptly in Scouts Canada's Membership Management System.

Responsibilities:

- Arrange a meeting with Section Leaders and Group Committee to fill out the Group worksheet.
- Using the Scouts Canada Membership Management system, ensure that the Group Organizational Unit Profile, and each Section Profile, is updated with material from the Group worksheet.
- Organize a pre-registration program in the spring for returning members as well as the fall registration program.
- Answer registration enquiries from Section leaders, members and the general public.
- Working with the Scouts Canada Membership Management System, confirm youth members registrations who have renewed or prospective members who received a spot with a Section of your Group, with acceptance of adult members to be referred to the Group Commissioner.
- Add new Member information for members who have chosen not to register via the Internet, confirm youth registrations and refer acceptance of adult members to the Group Commissioner.
- Work with the council office to find a place for all prospective members.
- Liaise with Section Leaders to ensure that maximum youth and adult numbers are realistic. All prospective members entering a Section after the fall registration program are entered and their registrations have been confirmed.
- Confirm that all prospective members have been placed in a Group. If not, notify Group Commissioner.
- Account for all membership fees received to the Group Treasurer.
- Report to the Group Commissioner regularly on the membership status of the Group.

Qualifications:

The ideal candidate will:

- Be familiar with computer data entry and operation of web browser software.
- Have access to a computer with Internet access.
- Be trustworthy and accountable for large sums of money.
- Be organized and capable of dealing with paperwork in an orderly manner.
- Have effective interpersonal skills.
- Registered as a member of Scouts Canada.

BEAVER LEADER VOLUNTEER JOB DESCRIPTION

Position: Scouters in a Beaver colony are called Beaver leaders and are members of a leadership team. A colony will have at least two registered Scouters, both of whom are 18 years of age or older and one who is responsible for the Section and the leadership team. This Scouter will be registered as the contact person.

Accountable to: Group Commissioner

Time Required: 10-12 hours per month for planning and colony meetings, plus one weekend outing every two months. Additional time may be required for training, sharing sessions, Group Committee and Council meetings.

Scope of Position: This position requires working as part of a leadership team conducting colony programs in accordance with guidelines in Beaver program handbooks and *By-Law, Policies and Procedures*.

Responsibilities:

- Provide children 5-7 years of age with appropriately challenging, weekly meetings. Weekly meetings include all elements of the Beaver program.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Participate in colony planning meetings. Use program ideas that come from the Beavers themselves.
- Develop close working relations with other members of the team, and share the responsibility of operating the colony with all colony leaders.
- Help carry out the weekly program.
- Support and participate in special meetings and activities, including outings and family camping experiences.
- Know and use resource material available, including various handbooks.
- Maintain good relations with parents/guardians, and encourage activities, which involve them.
- Encourage recruitment of members, and help the Group Committee recruit other leaders.
- Maintain good relations with leaders in other Sections and attend Group Council, Group Committee and local Council meetings as required.
- Take training for the position, including regular sharing sessions, special interest and outdoor activity skills.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Beaver Leader Volunteer Job Description, Page 2

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Beaver Section's program goals.
- Be comfortable with, enjoy, and care about Beaver-aged children in developmentally appropriate ways.
- Ensure that Beaver-aged children in the colony experience the outdoors on a frequent basis.
- Be accountable for his/her actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

CUB LEADER/ASSISTANT CUB LEADER VOLUNTEER JOB DESCRIPTION

Position: Scouters in a Wolf Cub pack are called Cub leaders and assistant Cub leaders; they work as part of a leadership team. A pack will have at least two registered Scouters both of whom are 18 years of age or older and one who is responsible for the section and leadership team

Accountable to: Group Commissioner

Time Required: 12-14 hours per month for planning and regular meetings, plus one weekend outing every two months. Additional time may be needed for training, Group Committee and Council meetings.

Scope of Position: This position requires working as part of a leadership team conducting pack programs in accordance with guidelines in Wolf Cub program handbooks and *By-Law, Policies and Procedures*.

Responsibilities:

- Provide an exciting weekly program with monthly outings. At least three outings will include overnight camping.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help each child to have an adventurous personal growth experience while in the pack that includes all program elements.
- Maintain good relationships with parents/guardians, and encourage parental co-operation and involvement in pack programs.
- Work closely with other members of the leadership team and share the responsibility of operating the pack.
- Plan and conduct all pack activities.
- Support and participate in special meetings, trips, camps, and outdoor experiences.
- Encourage recruitment of members, and help the Group Committee recruit other leaders.
- Know and use the resource material available, including handbooks.
- Maintain good relationships with leaders in other Sections and attend Group Council meetings.
- Meet specific requirements of the sponsoring body, where applicable.
- Take training, including special interest courses, within one year.
- Participate in district/area/regional events and meetings.

Attitudes:

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Cub Leader/Assistant Cub Leader Volunteer Job Description, Page 2

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Wolf Cub program goals.
- Be comfortable with, enjoy, and care about Cub-aged children in developmentally appropriate ways.
- Ensure that Cub-aged children in the pack experience the outdoors on a frequent basis.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

TROOP SCOUTER/SCOUT COUNSELLOR VOLUNTEER JOB DESCRIPTION

Position: Scouters in a Scout Group are called Troop Scouters and Scout Counsellors, and are members of a leadership team. A troop will have at least two registered Scouters both of whom are 18 years of age or older and one who is responsible for the section and the leadership team.

Accountable to: Group Commissioner

Time Required: 12-14 hours per month for planning and patrol/troop meetings, plus one weekend outing every two months. Additional time may be needed for training, Group Committee and Council meetings.

Scope of Position: This position requires working as part of a leadership team conducting patrol/troop programs in accordance with guidelines in Scout program handbooks and *By-Law, Policies and Procedures*.

Responsibilities:

- Provide exciting weekly meetings, including at least six overnight camping experiences each year.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help all members to have a challenging personal growth experience while in the troop.
- Participate in troop planning meetings. Use program ideas, which emerge, from the Court of Honour.
- Develop close working relationships with other members of the leadership team and share the responsibilities of operating the troop with the Scout counsellors.
- Help carry out the weekly program.
- Support and participate in special meetings, including day trips, as well as short- and long-term camping experiences.
- Know and use resource materials available, including handbooks.
- Maintain good relationships with parents/guardians, and encourage activities, which involve parents/guardians.
- Encourage recruitment of members, and help the Group Committee recruit other leaders.
- Maintain good relationships with leaders in other Sections and attend Group Council, Group Committee and local Council meetings as required.
- Take training, including special interest and outdoor activity skills instruction within one year.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes:

Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Troop Scouter/Scout Counselor Volunteer Job Description, Page 2

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Scout Section's program goals.
- Be comfortable with, enjoy, and care about Scout-aged youth in developmentally appropriate ways.
- Ensure that Scout-aged youth in the troop experience the outdoors on a frequent basis.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

VENTURER ADVISOR VOLUNTEER JOB DESCRIPTION

Position: Scouters in a Venturer company are called Venturer advisors. A company has a Venturer advisor who must be at least 21 years of age. Where assistant advisors are required, they must be at least 18 years of age. Section members should be involved in selecting advisors.

Accountable to: Group Commissioner

Time Required: 12-14 hours per month for planning and company/executive meetings, plus one weekend outing every two months. Extra time for training, Group Committee and Council meetings may also be required.

Scope of Position: This position requires working as part of a leadership team to help conduct programs in accordance with guidelines in Venturer program handbooks, *By-Law, Policies and Procedures*, and company by-laws.

Responsibilities:

- Help the company executive create challenging activities that are consistent with the Venturer program and the youth's interests.
- With the members, ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help all members to experience challenging personal growth through Venturing.
- Participate in company planning meetings by offering advice, guidance and expertise, as appropriate.
- Ensure Venturers participate in at least six nights at camp annually.
- Develop close working relationships with other adults, and share the responsibilities of operating the company with the Venturers.
- Help carry out the Venturer program.
- Support and participate in special activities including interest trips, camping, and other outdoor experiences as planned by the company.
- Know and use resource materials available, including handbooks.
- Maintain good relationships with parents/guardians, and encourage activities, which involve these adults.
- Encourage the recruitment of youth, in consultation with the members, and help the Group Committee and company recruit other leaders and resource people.
- Maintain good relationships with leaders in other Sections and attend Group Committee and local Council meetings as required.
- Take training for the advisor position, including special interest and outdoor activity skills instruction within one year.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes:

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Venturer Advisor Volunteer Job Description, Page 2:

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Venturer Section's program goals.
- Be comfortable with, enjoy, and care about youth in developmentally appropriate ways.
- Ensure that Venturer-aged youth in the company experience the outdoors on a frequent basis.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

ROVER ADVISOR VOLUNTEER JOB DESCRIPTION

Position: Scouters in a Rover crew are called Rover advisors. A crew has a Rover advisor who must be at least 25 years of age. Section members should help select the Scouters.

Accountable to: Group Commissioner

Time Required: 12-14 hours per month for planning and crew/executive meetings. Additional time may be required for training, Group Committee and Council meetings.

Scope of Position: This position requires working as part of a leadership team to help conduct programs in accordance with guidelines in Rover program handbooks, *By-Law, Policies and Procedures*, and crew by-laws.

Responsibilities:

- Help the crew's executive to create challenging activities that are consistent with the Rover program and the interests of its members.
- With the members, ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help all members to have a challenging personal growth experience in Rovering.
- Participate in crew planning meetings by offering advice, guidance and expertise as appropriate.
- Develop close working relationships with other adults and share the responsibilities of operating the crew with the Rovers.
- Help carry out the Rover program.
- Support and participate in special activities including interest trips, camping and other outdoor experiences planned by the crew.
- Know and use resource materials available, including handbooks.
- Maintain good relationships with parents/guardians and encourage activities, which involve them.
- Encourage the recruitment of youth, in consultation with the members, and help the Group Committee and crew recruit other leaders and resource people.
- Maintain good relationships with leaders in other Sections and attend Group Committee and local Council meetings as required.
- Take training for the position, including special interest and outdoor activity skills instruction within one year.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes:

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Rover Advisor Volunteer Job Description, Page 2

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Rover Section's program goals.
- Be comfortable with, enjoy, and care about youth in developmentally appropriate ways.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada within one year.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

SCOUTSABOUT LEADER/ASSISTANT LEADER VOLUNTEER JOB DESCRIPTION

Position: Volunteers in a SCOUTabout program are registered adult members called leaders and assistant leaders; they work as part of a leadership team. SCOUTSabout has a leader (at least 21 years of age) responsible for the program, and one or more assistants who must be at least 18 years of age.

Accountable to: Group/Area/Council Commissioner, depending on which level of Scouting is managing the program.

Time Required: Meetings are generally held for 1½ hours per week for a three- month term.

Scope of Position: This position requires working as a part of a leadership team, conducting SCOUTSabout programs in accordance with guidelines in program outlines and *By-Law, Policies and Procedures*.

Responsibilities:

- Provide an exciting 1 1/2 hour weekly program for a three-month term.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Help each child to have an adventurous personal growth experience using SCOUTSabout program packages.
- Maintain good relationships with parents/guardians, and encourage parental co-operation and involvement in programs.
- Work closely with other members of the leadership team and share the responsibility of operating the program.
- Plan and conduct all SCOUTSabout activities.
- Support and participate in special meetings, trips, and outdoor experiences.
- Encourage recruitment of members and help recruit other leaders.
- Know and use the resource material available, including SCOUTSabout outlines.
- Meet specific requirements of the sponsoring body, where applicable.

Attitudes:

"Selective recruitment" and "appropriate training" are two key ways to get and keep volunteers who will provide quality program opportunities to the children and youth in Scouting's Sections. New Scouting leaders will have been recruited principally because of their attitudes. Those involved in the recruiting process must be satisfied that the individual is:

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to SCOUTSabout practices and methods.
- Be comfortable with, enjoy, and care about children in developmentally appropriate ways.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

SCOUTSabout Leader/Assistant Leader Volunteer Job Description, Page 2:

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada prior to undertaking the role.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

EXTREME ADVENTURE ADVISOR VOLUNTEER JOB DESCRIPTION

Position: Volunteers in an Extreme Adventure program are registered adult members called advisors. Extreme Adventure programs must have an advisor who is at least 21 years of age. Where assistant advisors are required, they must be at least 18 years of age.

Accountable to: Group/Area/Council Commissioner, depending on which level of Scouting is managing the program.

Time Required: Meetings are generally held weekly appropriate to the training and planning required for the adventure. Extreme Adventure programs are short term; generally up to three months from start to finish.

Scope of Position: This position requires working as part of a leadership team (if there is more than one advisor) to help conduct programs in accordance with Extreme Adventure guidelines and *By-Law, Policies and Procedures*.

Responsibilities:

- Help members create safe, challenging activities that are consistent with the Extreme Adventure program goals and the youth's interests.
- Ensure that the health and safety of all members is maintained at all times.
- Provide opportunities for all members to experience personal growth throughout the Adventure.
- Participate in planning meetings by offering advice, guidance and expertise, as appropriate.
- Develop close working relationships with all other adult leaders.
- Support and participate in special activities including interest trips, camping, and other outdoor experiences as planned by the members.
- Know and use resource materials available, including Scouts Canada's *Fieldbook for Canadian Scouting*.
- Maintain good communication/relationships with parents/guardians, and encourage activities that involve these adults.
- Encourage the recruitment of youth, in consultation with the members, and help the Group recruit other leaders and resource people.
- Adhere to all Policies and Procedures as set by Scouts Canada.
- Ensure all members are registered.

Attitudes:

Those involved in the recruiting process must be satisfied that the individual is:

Prepared to:

- Accept, and demonstrate personal values compatible with, Scouting's Mission and Principles.
- Subscribe to the Extreme Adventure Section's program goals.
- Be comfortable with, enjoy, and care about youth in developmentally appropriate ways.
- Be accountable for his/her own actions.
- Follow Scouting's policies and procedures.

- **Extreme Adventure Advisor Volunteer Job Description, Page 2**

Willing to:

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada prior to participating.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Participate in, support and remain compliant with Scouting's volunteer screening process.

ASSISTANT DEPUTY EXECUTIVE COMMISSIONER – ADULT DEVELOPMENT
JOB DESCRIPTION

Accountable to: Deputy Executive Commissioner – Program Services

Term: Appointed annually; maximum three years

Time Required: 8 to 10 hours per week; potential for 3 to 6 weekends per year

Basic Responsibilities:

- Chairs and oversees the Adult Development Network(Council Adult Development Deputies from each of the twenty councils along with experts within the training field)
- Ensure Adult Development is relevant, high quality and accessible to all who need it when they need it.
- Ensure trainers and coaches follow the principles of Adult Volunteer Development policies and guidelines
- Facilitator and coordinator for assessing and developing Adult Volunteer Development materials and resources
- Promotes the effective use of Scouts Canada’s Adult Development material
- Ensures that equivalency and accreditation processes are in place
- Ensures personal development plans are managed
- Providing information for web site and Leader Magazine related to Adult Development

Major Duties:

1. Oversee, promote and facilitate Adult Development activities throughout Canada utilizing the Adult Development Deputies from the 20 councils.
2. Support the Council Commissioner’s regarding Child Abuse Prevention procedures.
3. Oversee and facilitate the Volunteer Recruitment and Development (VRAD) process in relation to Adult Development. Administer and support initiatives, policies and methods for development of adult volunteers.
4. Develop and maintain an accreditation processes to recognize adults who have experience and training external to Scouts Canada that award qualifications in childhood and adolescent development or other areas related to their role in Scouting.
5. Oversee, promote and facilitate Scouts Canada’s trainer recognition system.
6. Be an active member of the Program Services Committee coordinating the Adult Development component as designated by the Deputy.

Qualifications:

- Knowledge and experience in current Adult Development practices.
- Demonstrated leadership, management, problem solving and decision making skills
- Can work well with others in a team setting
- Has proven ability to inspire confidence, team effort and leadership in others
- Expresses self clearly and in a professional manner
- Is innovative
- Has a broad prospective of issues
- Has the time to travel as necessary to represent the Program Services Committee

Assistant Deputy Executive Commissioner – Adult Development Job Description, Page 2

- Demonstrates a commitment to Scouting Mission, Principles and Practices, the VRAD process, Partner/Sponsor and Group Commissioner concepts through personal development and sound management practices
- Is objective in evaluations
- Accepts responsibility for own actions
- Knowledge of Scouting in Canada and committed to changes being undertaken

Communicates:

- Regularly at Program Services Committee meetings
- Four - six times a year with Council Adult Development Deputies through conference call meetings
- Regular use of communication networks to facilitate development of Adult Development resources and material
- Regular contact with the Deputy Executive Commissioner – Program Services Committee, Council Adult Development Deputies, Program Services Executive Director

Goals:

- . Chair the Adult Development Network comprised of the 20 Adult Development Deputies from each council across Canada
- . Develop Group Commissioner development and training as a priority
- . Develop Coaching development and training as a priority
- . Develop Servicing development and training as a priority
- . Oversee Diversity development and training to ensure that it supports program and recruitment strategies
- . Review the youth leadership development and training. Work with the youth forum to improve if need be
- . Design and support web based development and training opportunities
- . Review and where appropriate redesign the Adult Development material modules to ensure that they are accessible and attainable
- . Deliver a development process that can reach 100% of new leaders within three months of joining

ASSISTANT DEPUTY EXECUTIVE COMMISSIONER – PROGRAM
JOB DESCRIPTION

Accountable to: Deputy Executive Commissioner – Program Services

Term: Appointed annually; maximum three years

Time Required: 8 to 10 hours per week; potential for 3 to 6 weekends per year

Basic Responsibilities:

Chairs and oversees the Program and Partnerships Network (Council Program and Partnerships Deputies from each of the twenty councils)

- Promote the effective use of Scouts Canada's program and resource materials
- Ensure that program delivery is relevant, high quality, age appropriate, outdoors oriented, creative, fun, safe and consistent with program standards
- Ensure Councils minimize and manage risk by following Scouts Canada's Policies, Procedures and Practices
- Review Scouting Programs and develop new and innovative programs throughout the seven program sections as well as Extreme adventure and SCOUTSabout
- Promote and assist with the coordination of jamborees and special events consistent with Scouts Canada's policies and practices
- Promote Theme Based Venturing within the emergency services and look at additional partnership venues
- Ensure the website is updated with program and special events material

Major Duties:

1. Oversee and facilitate the National role in relation to effective program delivery. Develop and provide material to Councils who in turn support Partners, Group Commissioner and Group Committees to effectively carry out their administrative and support roles for program delivery. Encourage and recognize excellence in program delivery at all levels.
2. Participate with the National Program Services Committee and Council Program and Partnerships Deputies in reviews and other National program development. Research, interpret and evaluate program information and identify and develop resource material.
3. Promote and facilitate the use of the outdoors and develop resources for leaders, including the use of the outdoors education programs.
4. Ensure the Scouts Canada camping and out-of-doors policies and practices are followed.
5. Promote World, National, and Council program event information throughout Canada. Liaise with event organizers, responsible for planning, delivery, and evaluation of major sponsored program youth events such as Jamborees, Moots, Cuborees, or Beaverees, etc.
6. Promote and facilitate the involvement of youth with disabilities or youth of different culture within the Scouting program. Provide support, through the identification and development of resources, to Scouters working with youth with disabilities or cultural differences.
7. Oversee, promote and facilitate program-servicing activities throughout Canada utilizing the Deputies within each of the 20 councils, assigned to Program functions.

Assistant Deputy Executive Commissioner – Program Job Description, Page 2

8. Be an active member of the Program Services Committee coordinating the Program component as designated by the Deputy.

Qualifications:

- Thorough knowledge of Scouts Canada's programs, Mission, Policies and Practices
- Demonstrated leadership, management, problem solving and decision making skills
- Can work well with others in a team setting
- Has proven ability to inspire confidence, team effort and leadership in others
- Expresses self clearly and in a professional manner
- Is innovative
- Has a broad perspective of issues
- Has the time to travel as necessary to represent the National Program Services Committee
- Demonstrates a commitment to quality Scouting, the VRAD process, Group Commissioner concepts through personal development and sound management practices
- Is objective in evaluations
- Accepts responsibility for own actions
- Knowledge of Scouting in Canada and committed to changes being undertaken

Communicates:

- Regularly at Program Services Committee meetings
- Four - six times a year with Council Program Deputies through conference call meetings
- Regular use of communication networks to facilitate development of Program resources and material
- Regular contact with the Deputy Executive Commissioner – Program Services Committee, Council Adult Development Deputies, Program Services Executive Director

Goals:

- . Develop, assess and maintain a Commissioner's handbook
- . Develop a resource book for programs aimed specifically at youth with disabilities
- . Develop programs consistent with needs from emerging Scouting groups from indigenous people, or other culturally diverse groups ensuring Scouts Canada continues to reach all members of Canadian society
- . Design and support web based program support to members
- . Link trends into program development opportunities, such as health, literacy, wellness or leadership needs.
- . Develop a resource servicing template for servicing Scouters

ASSISTANT DEPUTY EXECUTIVE COMMISSIONER – RECOGNITION
JOB DESCRIPTION

Accountable to: Deputy Executive Commissioner – Program Services

Term: Appointed annually; maximum three years

Time Required: 8 to 10 hours per week; potential for 3 to 6 weekends per year

Basic Responsibilities:

- Promote, encourage, support and recognize adult volunteers
- Ensure that the recognition process is enhanced and maintained
- Ensure where possible National Honours and Awards ceremony's are planned and held
- Ensure that the accreditation process is regularly reviewed and where appropriate improved
- Develop new and innovative recognition programs or awards
- Provide information and communications related to Honours and Awards through web site and or other communications forums.

Major Duties:

1. Oversee and facilitate the formation of the Honour and Awards Forum comprised of 20 Council Deputies or Chairs within those Councils focused on recognition.
2. Oversee and facilitate the National Honours and Awards program function in relation to adult recognition, including the administration of long service pins for the National Service Teams.
3. Assist with National adult/youth recognition ceremony such as Governor General Ceremony
4. Review and where appropriate revise the Honours and Awards application process.
5. Develop material for inclusion on the website for new and existing recognition processes.
6. Be an active member of the Program Services Committee coordinating the recognition/ Honour and Awards Program Network as designated by the Deputy.
7. Chair the National Honours and Awards Adjudication Committee and ensure the prompt processing and adjudication of National Honours and Awards.
8. Chairs and oversees the Recognition / Honours and Awards Network comprised of (Council Deputies or Chairs)

Qualifications:

- Thorough knowledge and understanding of Scouts Canada's VRAD and Honours and Awards Programs.
- Demonstrated leadership, management, problem solving and decision making skills
- Can work well with others in a team setting
- Has proven ability to inspire confidence, team effort and leadership in others
- Expresses self clearly and in a professional manner
- Is innovative
- Has a broad perspective of issues
- Has the time to travel as necessary to represent the Program committee

Assistant Deputy Executive Commissioner – Recognition Job Description, Page 2

- Demonstrates a commitment to quality Scouting, the VRAD process and concepts through personal development and sound management practices
- Is objective in evaluations
- Accepts responsibility for own actions
- Knowledge of Scouting in Canada and committed to changes being undertaken

Communicates:

- Regularly at Program Services Committee meetings
- Four – six times a year with Council Honours and Awards Deputies through conference call meetings
- Regular use of communication networks to facilitate development of Honours and Awards resources and material
- Regular contact with the Deputy Executive Commissioner – Program Services Committee, Council Adult Development Deputies, Program Services Executive Director

Goals:

- . Motivate councils to achieve a level of recognition to 5% of adult members
- . Develop a youth recognition process and possible new awards for the councils
- . Coordinate the Honours and Awards Forum recruiting additional persons if needed
- . Aim to have a yearly meeting of counterparts as members of your team, possibly a yearly Honours and Awards Forum involving all Deputies/Chairs.

GEOGRAPHIC DEPUTY EXECUTIVE COMMISSIONER – YOUTH POSITION DESCRIPTION

- Accountable to:** Deputy Executive Commissioner (DEC) - Youth
- Term:** Appointed annually by the Deputy Executive Commissioner (DEC) – Youth, for a maximum of three (3) consecutive years.
- Time Required:** 3 OAC meetings per year and 2 OAC conference calls
1 National youth Committee meeting per year.
At least one geographic meeting per year (within territory).
Numerous phone calls/e-mails.
- Role:** As a member of the Operations Advisory Committee & National Youth Committee, coordinate and manage the Council Youth Commissioners in their geographic designation.

Duties:

1. Serve as a member of the Operations Advisory Committee, working for the best interests of the organization as a whole.
2. Working closely with Council Youth Commissioners, serve as a geographic representatives on the National Youth Committee.
3. Insure the effective operations of the Youth Network in their geographic designation.
4. Insure Council Youth Commissioners maintain an effective relationship with their respective Council Commissioner.
5. Assist the DEC-Youth with the operations of the National Youth Committee.
6. Liase with the Deputy Executive Commissioner in their geographic area on relevant matters.
7. Facilitate geographic meetings of Council Youth Commissioners, as assigned by the DEC-Youth.
8. Act as a conduit for information between the youth of the geographic territory and the national organization, communicating relevant issues and decisions in both directions.
9. Complete other activities or tasks as agreed upon.

- Skills Required:**
- excellent interpersonal skills
 - good organizational skills
 - ability to motivate others