



# Group Commissioner Functions and Accountabilities

The Group Commissioner coordinates section program service and support, manages the efforts of the Group Committee, provides overall leadership to the Group, is accountable for compliance with Scouts Canada's policies, procedures, and program standards, and is the main communication contact for the Group.

## **I. SERVICE AND RESOURCE THE PROGRAM (Creating an Environment for Growth)**

### **1. Promote and monitor quality section programs**

The Group Commissioner's prime responsibilities are to make sure that:

- Each Section in the Group prepares a program plan for a full year which incorporates Scouts Canada Program Standards
- That the planning process involves youth and has an outdoor emphasis—an interesting, active program
- That these plans are discussed and approved by the Group Committee
- That adherence to approved program plans is monitored each month by the Group Committee.

### **2. Develop, and strengthen the leadership team**

- Maintain an awareness of individual leader skills in each Section and support their development
- Provide oversight that Part I Training is completed as quickly as possible
- Promote continuing development by all means possible
- Ensure appropriate and timely recognition is initiated

### **3. Provide communication and access to resources**

- Promptly communicate information related to program, opportunities, activities, training, and administrative changes
- Hold Committee meetings as needed to convey information to the Group Committee and Section leaders
- Encourage people to attend other meetings as relevant to learn about changes or new applications
- Know resources and activities to support programs available in the Area and Council and facilitate usage

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## **II. SUPPORT THE PROGRAM**

### **1. Coordinate group committee support of the programs**

- Recruit/assemble an administrative support team to meet the needs of the Group for registration, adult screening, financial control, and fundraising
- Co-ordinate the program and administrative part of the Group Committee responsibilities so that Section leaders can focus on quality program

### **2. Coordinate group committee efforts in the areas of membership activities and growth**

- Develop and maintain a leader succession plan
- Encourage leaders to check with youth who are not returning and maintain records or reasons
- Conduct exit interviews with leaders who are not returning to see if Group can improve
- Make sure school talks or other means of recruitment used if Group Sections have room for new members
- Promote Group profile through community activities whenever possible

### **3. Provide coordination with area and other groups**

- Regularly attend Area Service Team meetings to maintain currency of information and communicate Group needs or concerns
- Work with Area Team and other Group Commissioners to resolve common issues and encourage the development of joint program opportunities