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**Scouts Canada  
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## **Assistant National Youth Commissioner (ANYC)** **Position Description**

**Accountable to:** National Youth Commissioner

**Shares Responsibility with:** As a member of the National Youth Network Executive, shares responsibility with the other Assistant National Youth Commissioners.

**Appointment:** Appointed annually by the National Youth Commissioner, in consultation with the National Service Team, for a maximum of three (3) consecutive years.

**Time Required:** 10-20 hours per week  
1 National Youth Network meeting annually  
1 National Scouters Conference annually  
Monthly Conference Calls  
Annual service visits to Councils in their geographic designation  
Numerous Phone Calls/E-mails.

**Role:** As a member of the National Service Team & National Youth Network, the Assistant National Youth Commissioner coordinates and services the Council Youth Commissioners in their geographic designation, and supports the National Youth Commissioner.

### **Duties and Responsibilities:**

#### **Servicing the National Youth Network**

1. Serve as a geographic member of the National Youth Network, working for the best interests of the organization as a whole.
2. Represent the Youth Network and provide insight and input as an active member of the National Service Team.
3. Assist the National Youth Commissioner with the operations of the National Youth Network.
4. Liaise with National Service Scouters on relevant matters
5. Ensure that the Public Appointment Process is followed for the incoming Assistant National Youth Commissioner and that the incumbent receives a proper orientation and transition.
6. Additional duties as discussed in consultation with the National Youth Commissioner.



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### Servicing Council Youth Commissioners

1. Support Council Youth Commissioners to ensure they are effective and can appropriately represent their respective Councils.
2. Ensure the effective operations of Youth Networks within their geographic designation.
3. Ensure Council Youth Commissioners maintain an effective relationship with their respective Council Commissioner and Council Executive Director.
4. Act as a conduit for information exchanged between the youth of the geographic designation and the National Youth Commissioner, communicating relevant issues and decisions in both directions.
5. Deliver appropriate performance feedback to Council Youth Commissioners in their geographic designation on an ongoing basis.
6. Facilitate geographic meetings and/or conference calls of Council Youth Commissioners, as assigned by the National Youth Commissioner.
7. In conjunction with, and under the direction of the National Youth Commissioner, serve on the nominating committee for the public appointment process to fill any vacant Council Youth Commissioner positions within their geographic designation.

**Ideal Qualifications:** The Assistant National Youth Commissioner should be enthusiastic, committed and possess a positive attitude. The Assistant National Youth Commissioner should responsibly have the time available to excel in this role. The Assistant National Youth Commissioner has taken or is willing to take leadership development training.

**Recommended Skills:**

- People Management
- Communication
- Time Management
- Planning
- Teamwork
- Leadership
- Project Management

**Beneficial Knowledge**

- Scouts Canada's Programs and Resources
- By-laws, Policies and Procedures
- Scouts Canada's Mission
- Scouts Canada's Volunteer Recognition Program
- Familiarity with National Youth Network structure and initiatives