



It starts with Scouts.

Tout commence
avec les Scouts.

**Scouts Canada
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Council Youth Commissioner (CYC) Position Description

Accountable to: National Youth Commissioner

Shares Responsibility with: As a member of the Council Key 3 shares responsibilities with the Council Commissioner and Council Executive Director

Appointment: Appointed annually by the National Youth Commissioner in consultation with the Council Commissioner, Council Executive Director and appropriate Assistant National Youth Commissioner for a maximum of three (3) consecutive years.

Time required:

- 5-10 hours per week
- 1 National Youth Network meeting annually
- 1 National Scouters Conference annually
- Monthly Conference Calls
- Service visits to Areas and Groups in the Council
- Numerous Phone Calls/E-mails.

Role: To ensure that the youth of the Council are involved and engaged in every decision that relates to their Scouting experience; to advocate for young volunteers throughout the Council; and to ensure that youth leadership development opportunities are provided for all youth members. The Council Youth Commissioner will act in conjunction with the Council Commissioner and Council Executive Director to administer the Council in addition to working with the National Youth Commissioner and the National Youth Network.

Duties and Responsibilities:

Council

1. Establish and/or maintain the Council Youth Network while serving as the Chair.
2. Serve as an active, contributing member of the Council Leadership Team.
3. Ensure that youth in the Council are participating in Scouts Canada training programs (FAST, FLEX, FOCUS, WoodBadge I and II, etc...).
4. Work with the Council Commissioner and the National Youth Commissioner to set goals and build a personal development plan.



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5. Ensure that youth and adult volunteers are regularly recognized for their contributions & achievements in a timely manner.
6. Chair the Public Appointment Process to select all Area Youth Commissioners within the Council.
7. Service and support Youth Commissioners within the Council to ensure they are effective in their roles.
8. With the Council Service Team, help promote available tools and resources to deliver Scouting programs within the Council.
9. Ensure that the Public Appointment Process is followed for the incoming Council Youth Commissioner and that the incumbent receives a proper orientation and transition.
10. Additional duties as discussed in consultation with the Council Key 3, and the National Youth Commissioner.

National

1. Serve as a member of the National Youth Network and communicate on a regular basis with the National Youth Commissioner.
2. Actively contribute to and participate in all established National Youth Network initiatives and projects.
3. Identify all pertinent related issues raised by members in their Council to the National Youth Network and National Service Team.
4. Ensure that meaningful youth involvement and the priorities of the National Youth Network remain key Council objectives.
5. Attend, or provide an alternate delegate to all National Youth Network meetings, and conference calls.
6. Communicate on a regular basis with the appropriate Assistant National Youth Commissioner.



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

Recommended Skills:

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

Beneficial Knowledge

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