



Position Description – Functions Statement

GROUP LEADER

Responsible:

District Commissioner

BROAD OBJECTIVES

- To promote Scouting in the community
- To strongly encourage progression of youth members through ALL sections
- To encourage and support the development of each Leader in the Group.

FUNCTIONS

- Responsible for the welfare, progress and training of young people within the Group and the development and in due course of a complete Group as defined in *Policy & Rules*.
- Develop and maintain a Scout Group to meet the youth needs of the local community. Ensure trained, competent and committed Leaders adequately staff the Group.
- Ensure the training program for young people is delivered in accordance with the program performance standards and safety standards of the Association.
- Encourage the effective operation of a Group Committee.
- Prepare the Group plan and obtain agreement of the District Commissioner (or equivalent) for its implementation.
- Make recommendations and reports as necessary on the granting, transfer and cancellation of (Leader) certificates after receiving advice from the Group Committee.
- Assess the performance of all Leaders in the Group as part of managing the staffing function and take necessary action to ensure adequate quality of leadership exists in the Group.
- Make recommendations with respect to awards for both uniformed and non uniformed personnel.
- Investigate or refer to the District Commissioner (or equivalent) for investigation any disputes between members of the Movement including any appeals by Scouts against dismissal. Any dispute that the Group Leader is directly involved shall be referred to the District Commissioner (or equivalent) for settlement.
- Utilise the support and assistance made available to the Group by the Association as set out in the Group Registration Document.
- Ensure the Group operates in accordance with the Association's Charter, its Policy and Rules and Administrative Practices as advised from time to time.
- Ensure that there is effective communication amongst Leaders of the Group and chair of the Group Council.
- Ensure a friendly atmosphere prevails in the Group and that in particular new youth and Leader members and their families are made to feel welcome.
- Co-operate with and maintain good relations with other youth organizations in the community, particularly Guides Australia, the Baden Powell Scout Guild and community leaders.

REQUIREMENTS

- Enthusiastic for Scouting and be able to motivate young people and adults.
- Have a strong commitment to Scouting.
- Ability to communicate with young people and adults
- Be a good manager of people
- Be prepared to complete all modules of the Leader of Adults Development Program.
- Be prepared to share leadership and development other Leaders.



Position Description – Functions Statement

DISTRICT LEADERS

Responsible to:

District Commissioner, for their Section or Specialist Program Delivery.
Relevant Sectional Commissioner (RC/BC) for Program standards, expertise and guidance
Section Leaders in Groups in the District, as their first line of Program Support.

GENERAL

District Leaders are assistants to the District Commissioner, as Program Managers, with responsibility and accountability for the quality and delivery of the Section or Specialist Program (youth and on-the-job adult training) in their District and its consistency with Branch policy and program standards.

Have a major responsibility for membership growth and program standards in their Youth Section or other Specialist role in the District.

District Leaders are appointed explicitly to assist and support Leaders in Group Sections, to deliver Scouting to achieve that Section's Educational Outcomes.

The focus of a District Leader is securing the growth and development of the Section through – Quality, Empowerment & Enthusiasm, Support and Training of Section Leaders in their District. This is achieved by working with Adult Leaders in the District and only in a minor way through working directly with youth members.

The role of District Leader is that of a Program Support Leader

District Leaders are also members of the Region Section Council and have responsibility to contribute to the development and leadership of their Section across the Region and Branch.

FUNCTIONS.

- Know every Leader in the District in the District Leader's Section, and assist each one to undertake development and training so that they can be fully effective in their role. Be a valued friend and supporter to whom each Leader can turn for support and assistance.
- District Leaders (Sections) regularly contact or visit each Section in the Youth Section within the District, and assist Leaders to improve their delivery of the Youth Program.

Specifically, assist the Section to:

- i Continually improve the operation of the Key Methods within the Unit, with increasing responsibilities taken by the youth members.
 - ii Ensure that every youth member is appreciated as an individual, that her or His needs are recognised and reflected in the program.
 - iii Assist Leaders and Unit Councils to plan and run effective Programs that include all the critical ingredients of challenge, adventure, Achievement and fun.
- Plan and conduct a wide-ranging program of on-the-job training, for Leaders.
 - Ensure, through shared leadership, that the District Training Meeting is effective, valuable and attracts Leaders.

- Work with Leaders to ensure that every Section sets goals and assist them to measure and monitor their achievements. Provide positive and supportive feedback, designed to improve Youth Program delivery.
- Recommended to the District Leader (Adult Training & Development), Leaders who are suitable for appointment as mentors. Assist the DL (AT&D) in the assigning of mentors to new Leaders.
- In conjunction with the District Training Meeting, develop the District's annual program of Section activities, ensuring that they are planned in accordance with Branch policies.
- Advise and assist the District Commissioner on all matters relating to the Youth Section or specialised activity, and as a participating member of the District team.
- Advise Group Leaders as to the competencies of Section Leaders, so that Group Leaders can better exercise their responsibility in approving activities.
- Be available for Group Leaders to consult when appointing a new Youth Section Leader.
- Work with the relevant Section Commissioner (RC/SC) for the development of the Youth Section within the Region and Branch.

Specific functions of District Sectional Leaders (Joey Scout, Cub Scout, Scout and Venturer Scout) are on attached pages.



Position Description – Functions Statement

DISTRICT JOEY SCOUT LEADER

Responsible to: District Commissioner, for Joey Scout Section Program Delivery.
Relevant Joey Scout Commissioner (RCJS/SCJS) for Program standards, expertise and guidance
Joey Scout Leaders in the District, as their first line of Program Support.

PRIMARY RESPONSIBILITIES

Visit or contact all Joey Scout Units in the District at least once each month.
Empower, Support and Train the Joey Scout Section Leaders in the District – have a Resource Kit (“Grab bag”) of ideas, skills, games to give during each contact.
Ensure, through shared leadership, that the District Training Meeting is effective, valuable and attracts Leaders.
Be available to be a mentor or recommend one, for each new Joey Scout Section Leader.
Be prepared to, and act on, the requests and needs of the Joey Scout Section Leaders.
Enthusiastically promote Quality Scouting: 5 to 26 and also be an advocate for the Joey Scout Section at all times.

REQUIREMENTS

Enthusiasm and strong commitment to Scout Principles and Program
Ability to communicate with and motivate Adult Leaders and to work harmoniously with them.
Demonstrated understanding of the role and responsibilities of a District Leader (Joey Scouts) and a commitment to that role.
Phase 1 of Youth Program Leader and hold the Wood Badge, and Phase 1 Program Support Leader training (or undertake to complete the latter within 6 months of appointment)
Be able to communicate with and work effectively with Joey Scouts.



Position Description – Functions Statement

DISTRICT CUB SCOUT LEADER

Responsible to: District Commissioner, for Cub Scout Section Program Delivery.
Relevant Cub Scout Commissioner (RCCS/SCCS) for Program standards, expertise and guidance
Cub Scout Leaders in the District, as their first line of Program Support.

PRIMARY RESPONSIBILITIES

Visit or contact all Cub Scout Units in the District at least once each month.

Empower, Support and Train the Cub Scout Section Leaders in the District – have a Resource Kit (“Grab bag”) of ideas, skills, games to give during each contact.

Ensure, through shared leadership, that the District Training Meeting is effective, valuable and attracts Leaders.

Be available to be a mentor or recommend one, for each new Cub Scout Section Leader.

Be prepared to, and act on, the requests and needs of the Cub Scout Section Leaders.

Enthusiastically promote Quality Scouting: 5 to 26 and also be an advocate for the Cub Scout Section at all times.

REQUIREMENTS

Enthusiasm and strong commitment to Scout Principles and Program.

Ability to communicate with and motivate Adult Leaders and to work harmoniously with them.

Demonstrated understanding of the role and responsibilities of a District Leader (Cub Scouts) and a commitment to that role.

Phase 1 of Youth Program Leader and hold the Wood Badge, and Phase 1 Program Support Leader training (or undertake to complete the latter within 6 months of appointment)

Be able to communicate with and work effectively with Cub Scouts.



Position Description – Functions Statement

DISTRICT SCOUT LEADER

Responsible to: District Commissioner, for Scout Section Program Delivery.
Relevant Scout Commissioner (RCS/SCS) for Program standards, expertise and guidance
Scout Leaders in the District, as their first line of Program Support.

PRIMARY RESPONSIBILITIES

Visit or contact all Scout Unit in the District at least once each month.
Empower, Support and Train the Scout Section Leaders in the District – have a Resource Kit (“Grab bag”) of ideas, skills, games to give during each contact.
Ensure, through shared leadership, that the District Training Meeting is effective, valuable and attracts Leaders.
Be available to be a mentor or recommend one, for each new Scout Section Leader.
Be prepared to, and act on, the requests and needs of the Scout Section Leaders.
Enthusiastically promote Quality Scouting: 5 to 26 and also be an advocate for the Scout Section at all times.

REQUIREMENTS

Enthusiasm and strong commitment to Scout Principles and Program
Ability to communicate with and motivate Adult Leaders and to work harmoniously with them.
Demonstrated understanding of the role and responsibilities of a District Leader (Scouts) and a commitment to that role.
Phase 1 of Youth Program Leader and hold the Wood Badge, and Phase 1 Program Support Leader training (or undertake to complete the latter within 6 months of appointment)
Be able to communicate with and work effectively with Scouts.



Position Description – Functions Statement

DISTRICT VENTURER SCOUT LEADER

Responsible to: District Commissioner, for Venturer Scout Section Program Delivery.
Relevant Venturer Scout Commissioner (RCVS/SCVS) for Program standards, expertise and guidance
Venturer Scout Leaders in the District, as their first line of Program Support.

PRIMARY RESPONSIBILITIES

Visit or contact all Venturer Scout Unit in the District at least once each month.
Empower, Support and Train the Venturer Scout Section Leaders in the District – have a Resource Kit (“Grab bag”) of ideas, skills, games to give during each contact.
Ensure, through shared leadership, that the District Training Meeting is effective, valuable and attracts Leaders.
Be available to be a mentor or recommend one, for each new Scout Section Leader.
Be prepared to, and act on, the requests and needs of the Venturer Scout Section Leaders.
Enthusiastically promote Quality Scouting: 5 to 26 and also be an advocate for the Venturer Scout Section at all times.

REQUIREMENTS

Enthusiasm and strong commitment to Scout Principles and Program.
Ability to communicate with and motivate Adult Leaders and to work harmoniously with them.
Demonstrated understanding of the role and responsibilities of a District Leader (Venturer Scouts) and a commitment to that role.
Phase 1 of Youth Program Leader and hold the Wood Badge, and Phase 1 Program Support Leader training (or undertake to complete the latter within 6 months of appointment)
While the primary requirements is to be able to work effectively with Adult Leaders, District Leaders (Venturer Scouts) also need to be able to communicate with and work effectively with Venturer Scouts.



Position Description – Functions Statement

DISTRICT LEADER (ADULT TRAINING & DEVELOPMENT)

Responsible to: District Commissioner

BROAD OBJECTIVES

To promote and co-ordinate the Adult Training & Development with the District.

To provide support to the District Commissioner and District Team and develop Personal Leader Advisers.

To monitor training and retention of Adult Leaders in the Movement.

FUNCTIONS

- Keep training records and identify training needs for all Adult Leaders and support adults in the District and assists them to undertake relevant training programs by Training Team, District Section Leaders or outside Scouting. Encourage and support all Adult Leaders to complete Wood Badge training.
- Help and advise Group and Section Leaders, District Staff to prepare and conduct training activities for all Leaders.
- Actively support the Training Team.
Promote Adult Training & Development Individually in conversation
- At District and Group meetings
- By letter or reminders concerning Phase 1 & 2 Training Pathway
- By circulars or newsletters
- Support District Section Leaders in the operation of Phase 1 Practical Courses
- For adults and/or Recognition of Prior Learning in these areas.
- Support District Section Leaders in the in-service training of Adult Leaders.
- Be a member, not the convenor or secretary, of the District Personnel Committee, to provide information and expectations of training commitment in adult training and development.
- In conjunction with the District Commissioner or their delegated District Leader, monitor adults progress to completion of final coaching and assessment for completion of Wood Badge Training.
- Conduct or arrange for certain elective units where the need arises and as approved by the Branch/Region Commissioner for Adult Training and Development.
- Regularly attend Region/Branch training meetings according to Branch practice and maintain a close liaison with the relevant Training Commissioner, to ensure a two-way communication.
- Assist with District events as required.
- Visit Section meetings from time to time, to provide encouragement and assistance to Section Leaders and maintain personal awareness of needs of Adult training and elective units.

REQUIREMENTS

Have a sound understanding and strong commitment to the implicit and explicit philosophy and objectives of Scouting with a clear understanding of its distinctiveness from other youth organisations.

Enthusiastic and able to motivate others, youth and adults.

Ability to communicate with all levels in Scouting and the community.

Have a sound knowledge of the Adult Training and Development Program.

Be prepared to complete The Wood Badge within twelve months of appointment.



Position Description – Functions Statement

DISTRICT COMMISSIONER

Responsible to: Region Commissioner.

BROAD OBJECTIVES

- To manager and oversee the improvement of the Scouting Movement within the District.
- To promote and co-ordinate Scouting activities within the District by means of the District staff.
- To provide support for the Group Leaders and be aware of recruitment and selection of Leaders.
- To ensure the welfare, progress and training of the Movement and the maintenance of the policies and rules of the Association.
- To monitor the retention and advancement of youth members and adult Leaders.

FUNCTIONS

- Provide support through consultation and advice to Scout Groups within the District in general and to Group Leaders in particular in the following areas;
- *The definition of performance standards to be achieved by the Group. The preparation of plans to meet the Group's objectives.*
- *Staffing and personnel practices. Growth of the Movement.*
- *Youth program and training activities. Property and administration.*
- *Training of Leaders including Phase 2 Training Pathway*
 - *to Wood Badge.*
- *Personnel administration.*
- *Marketing and promotion of the Scout Movement*
- Encourage the development of Scout Groups within the District so every young person has the opportunity to participate in the Scout Movement.
- Encourage Groups within the District to develop complete Groups.
- To generally oversee the operation of Scout Groups and ensure the Group Committee endorses the Group plans and receives reports on their achievements.
- Together with the Group Leader assess the performance of the Group. To recommend the registration of Scout Groups within the District.
- To recommend the deregistration of Scout Groups within the District when the performance standards for the delivery of Scouting are not or cannot in a reasonable time be met by the Scout Group.
- To investigate and settle disputes between members of the Movement as required.
- To ensure a management committee is established for each camp or activity site within a District and act as an ex-officio member of such committee.
- To co-operate with and maintain good relations with other youth organisations in the community, particularly Guides Australia and with the Baden-Powell Scout Guild and community leaders generally.
- Ensure that all Group Committees attend to the appointment of a Group Leader as a matter of the highest priority.
- Ensure a Mentor is appointed in accordance with *Policy and Rules* for each new Group Leader as soon as possible.
- To visit Groups and advise how to conduct them on the lines laid down in *Scouting for Boys, Policy & Rules* and current *Leader and Scouting Handbooks*.

- To deal, as laid down, with all matters allotted to him/her under *Policy & Rules* and in particular, with:-
 - Adult membership
 - Honorary ranks
 - Group registrations
 - Membership of Scouts
 - Decorations and Awards.
- To exercise control over all visiting Joey Scouts, Cub Scouts, Scouts and Venturer Scouts whether camping or not and, in the case of Rovers, to act for the State Chief Commissioner in any situation requiring any immediate action. If necessary the circumstances will be reported to the appropriate Commissioner or Rover Council.
- Report to the Region Commissioner on all matters pertaining to the outcome of
- development progress, membership (Youth and Leader), standards, training (Youth and Leader) and future objectives of the District.
- Attend Region meetings as required. Attend Group Committee meetings as requested.
- Visit District and Group activities whenever possible, with the intention of staying in touch, developing greater awareness of the District and its activities and encouraging communication and ensuring District support for the Groups.
- Chair the District Council as part of the management team.
- Develop with the District staff and Group Leaders a District development plan.

REQUIREMENTS

Have a sound understanding and strong commitment to the implicit and explicit philosophy and objectives of Scouting with a clear understanding of its distinctiveness from other youth organisations.

Enthusiastic and able to motivate others, youth and adults.

Ability to communicate with all levels in Scouting and the community.

Be able to carry out investigations, write reports and recommendations.

If not already held, be prepared to complete The Wood Badge within twelve months of appointment.



Position Description – Functions Statement

REGION COMMISSIONER

Responsible to: Chief Commissioner

ROLE:

The role of the Region Commissioner (as defined in O&I “Region Organisation” 2.2) is to provide:

- Inspiration and be a personal example to enthuse the members of the Region so that Groups may achieve their full potential.
- Define the standards of performance for District Commissioners & Regional Commissioners¹ and support and monitor their achievement regularly.
- Establish plans for the development of the Region in accordance with the State’s strategy, both in terms of points of representation and the personal growth of its members.
- Actively market and promote Scouting within the Region in order to grow the Region.
- Leadership and management support of adults across the Region by:
 - Actively supporting and implementing the Adults in Scouting Strategy (in particular recruitment, training, support, review and recognition).
 - Establishing and maintaining Personnel Committees.
 - Supporting and overseeing Personal Protection Policies.
 - Endorsing and encouraging all aspects of the Adult Training & Development program.
 - Resolving, as required, disagreements amongst Leaders and Supporters in accordance with the State’s Grievance and Dispute Resolution Process.
- Good planning and management over all physical assets of the Groups, Districts and Region.
- Support for and work with the Region Rover Council.
- To identify and appoint appropriate people to fill Region team and Council roles.

RESPONSIBILITIES:

In delivering this role there are certain rights and responsibilities that the Region Commissioner, over and above the Scout Law, must abide by.

They are:

- Recognise, respect and leverage the skills of the State, Region and District Teams.
- Lead the Region as a role model for others to aspire to.
- Champion the State’s Strategic Plan, its policies and procedures.
- Maintain regular, open and honest communications with the Chief Commissioner, State Team² and their members.
- Act as the Chief Commissioner’s representative, show support and act accordingly.
- Face up to and resolve differences when they arise.
- Build trusting and cooperative relationships with all members of the State Team.
- Celebrate successes and have FUN.

¹ Those Region based Commissioners reporting to the Region Commissioner (e.g. Region Sectional Commissioners).

² State Team refers to all members of the Chief Commissioner’s Council (i.e. region Commissioners and State Commissioners, etc.).



Position Description – Functions
Statement

ACTIVITY LEADER

Responsible to: Regional/Branch Commissioners for Activities

1. BROAD OBJECTIVES.

To promote Scouting activities at Group/District/Region/Branch level. To strongly encourage progression through the *Scout* sections.
To encourage and facilitate the development of each individual in the Movement.

Responsible: Through the relevant Activity Team Leader to Region/State

GENERAL NOTES

1. Roles will depend on the level of competence of each individual Activity Leader based on meeting the training requirements under the Leader of Youth Development Program or any other special individual skills.
2. To develop their own Leadership skills by their continued involvement in training.
3. The age requirement for Activity Leaders is a minimum of 18 years old.
4. Generally the Activity Leader's role is to assist Section Leaders to plan and conduct effectively the Section program by providing specialized skills.
5. Appointment is normally at a Regional or State level where the Activity Leader will be involved in the general delivery of specialized activities to youth and adults.
6. An Activity Leader is not to be left in the sole control of a Section or any group of youth members. This is a support role and as such the Leader has not necessarily received the full current level of sectional specific Adult Training and Development afforded to other Leader appointments.