



Notification of Leader-In-Charge

FORM
A9
FEB 2020

Notes:

- Policy & Rules R4.5 requires that in the absence of a Group Leader a Leader-in-Charge shall be designated, pending the appointment of a Group Leader.
- Where possible a temporary appointment should be made for a specified period.
- If an incumbent Group Leader is granted "leave of absence" (maximum 6 months) and the position is filled on a temporary basis, then Region and State Office must be advised when the incumbent resumes the position.
- A Leader-in-Charge is a temporary appointment and ceases when:
 - The position of Group Leader is filled
 - A further "Notification of Leader-in-Charge" form is submitted
 - When the period of temporary appointment expires
 - When an appointed Group Leader on "leave of absence" resumes the appointment.
- After Region Office endorsement, this form is to be sent to State Office

DETAILS OF LEADER TO BE APPOINTED

MEMBERSHIP NO

FAMILY NAME _____ GIVEN NAMES _____

CURRENT APPOINTMENT _____ GROUP _____

REGION _____

SIGNATURE OF APPOINTEE _____ DATE _____

APPOINTMENT OF LEADER-IN-CHARGE

The above Leader has been appointed Leader-in-Charge of:
 _____ Group effective from _____
 Number of Sections in the Group _____ effective to _____

Have the Group Council and Group Committee been consulted? Yes No

SIGNATURE OF SPONSORING AUTHORITY(IF APPLICABLE) _____ Date _____

SIGNATURE OF APPROPRIATE COMMISSIONER _____ Appt _____ Date _____

Region Office Endorsement _____ Date _____

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