

# Adult Volunteer Performance Plan

The Adult Volunteer Performance Plan is a tool to assist Adult Volunteers and Team Leaders document, discuss, and agree expectations where the performance of an adult volunteer has not met previously agreed expectations.

Completion of an Adult Volunteer Performance Plan may be triggered by

- Not achieving the Certificate of Proficiency relevant to the role within the agreed timeframe
- Not achieving the Wood Badge within the agreed timeframe
- Performance issues identified within the Adults in Scouting Lifecycle review period which need to be addressed prior to deciding recommendations for Reappointment, Reassignment, or Retirement.

The Adult Volunteer Performance Plan is not a replacement for a Branch's Complaints Policy and procedures however its completion may be an outcome of that process.

The Adult Volunteer Performance Plan uses the BEER acronym to ensure focus of the performance plan is on the performance not the individual.

## Behaviour

What is it that an individual is doing (or not doing)? Be specific.

## Effect

How is this behavior impacting other members of the team (including youth members)?

## Expectation

What should occur and by when? What is needed for this to occur?

## Result

If the expectation is met what is the result going to be? If it is not met what might the result be?



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I have discussed and agreed this Adult Volunteer Performance Plan with my Team Leader.

Adult Volunteer Name:

Team Leader Name:

Membership Number:

Membership Number:

Signature:

Signature:

Date:

Date:

Please return this form via email to: [training@nsw.scouts.com.au](mailto:training@nsw.scouts.com.au). Thanks