

Appendix C

Group Volunteer

Job Descriptions

GROUP COMMISSIONER VOLUNTEER POSITION DESCRIPTION

<u>Accountable to</u>	Area Commissioner
<u>Term</u>	Appointed annually by the Area Commissioner
<u>Time required</u>	12 to 16 hours per month (on average)

Scope of Position

The Group Commissioner is recognized as the principle point of contact for the Group and assumes the leadership of the Group Committee. The Group Commissioner may delegate the responsibility for chairing the Group Committee meetings to the Group Administrator but still retains the responsibility of accountability to the Area Commissioner for the Group's overall well being.

The Group Commissioner will provide an essential link between Sections, Groups and Areas. The Group Commissioner will be the conduit for rapid communication and response providing a direct avenue for servicing and the passage of information in both directions.

Ensure the delivery of Scouts Canada's programs in accordance with its Mission and Principles, which meet Scouts Canada's Program Standards and are in keeping with the goals and ideals of the partner/sponsor.

Ensure compliance with all Policies and Procedures of Scouts Canada.

Establish and maintain positive relationships with Parents, leaders, Partner/Sponsor, other Commissioners and the Community at large.

◆ Membership

Encourage an attitude favorable for growth and create/provide opportunities for growth within the Group.

Effectively manage the VRAD process at the Group level.

Actively support the promotion of all seven programs currently offered.

Selectively recruit, orient and appoint:

- Section leaders.
- Other adults to assist in the management of the Group as necessary (i.e. Treasurer, Secretary, Administrator, Registrar, Quartermaster).

◆ Communications

Represent the Group as a member of the Area Commissioner's team and provide monthly reports on the program status of the Group.

Communicate accurate and timely information on all Scouting matters, including procedure and policy changes, between the Scouters in the Group and the Area Commissioner.

Develop positive relationships between the Sections, the Sponsor/Partner, the community and the Area Commissioner's Team.

Encourage section leaders and Group Committee members to attend Area Scouters' Clubs.

◆ Program Support

Provide assistance and leadership to the Group in the development of quality program plans on a regular basis (as per Scouts Canada's Program Standards).

Approve section programs and outdoor activities.

Regularly meet with leaders to monitor progress in achieving Program Standards and provide assistance where possible.

Ensure all guidelines, practices and procedures pertaining to risk management and the safety of members is strictly adhered to.

Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.

Provide support in the preparation of camps or special events.

When necessary, assume direction of a section.

◆ Program Evaluation

Ensure compliance and achievement with Scouts Canada's Policies, Procedures and Program Standards.

Following the VRAD process, conduct evaluations of leaders, identify development needs and provide opportunities for further leadership development where required.

Prepare and conduct Section Audits.

Prepare for, and participate in, the Group Annual Review.

◆ Volunteer Recruitment and Development Strategy

Ensure Group compliance with all Screening Policies and Procedures as set by Scouts Canada.

If, as a result of a complaint or observed behavior a member may need to be suspended, Administrative Procedure #3 must be followed. Contact your Council Executive Director and follow the procedure laid out in B.P.&P.

Identify the developmental needs of volunteer members within the Group and provide opportunities for appropriate leadership development.

Be a catalyst for Service and Achievement recognition for members within the group.

Qualifications The ideal candidate will have:

Two or more years experience as a Leader.

Completed the Basic Woodbadge Program Planning and Delivery objectives for one or more sections.

Committed to undertake further personal development related to their role as Group Commissioner.

Demonstrated effective interpersonal skills.

Modeled positive behaviors appropriate to Scouting.

Registered as a member of Scouts Canada.

GROUP ADMINISTRATOR VOLUNTEER POSITION DESCRIPTION

<u>Accountable to:</u>	Group Commissioner
<u>Term</u>	Appointed annually by the Group Commissioner
<u>Time Required</u>	8 to 10 hours per month (on average)

Scope of Position

Effectively administer the non-program activities that are related to the business component and the well being of the group as directed by the Group Commissioner.

Assume, at the request of the Group Commissioner, the chair of the Group Committee meetings.

In conjunction with the Group Commissioner ensure compliance with all Policies and Procedures of Scouts Canada.

◆ Membership

Create/provide opportunities for growth within the Group.

Assist the Group Commissioner to recruit, orient and appoint:

- Section Leaders
- Other adults to assist in the management of the group as required (i.e. Treasurer, Registrar, Secretary).
- Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

◆ Communications

Provide monthly reports on the administrative status of the Group to the Group Commissioner.

Be familiar with and support the Group Commissioner in the explanation of the Administrative policies and procedures for the Group.

Work closely with the Group Secretary to ensure that the minutes and records of the Group are recorded and maintained.

◆ Program Support

Provide assistance and leadership to the Section leaders in the development of budgets.

Coach/Mentor and assist the administrative members of the Group Committee in achieving competency and ensuring that all reporting and activities are consistent with Scouts Canada's Mission, Policies and Practices.

Prepare for, and participate in, the Group Annual Review, paying particular attention to all non-program related activities such as the Group financial statements in conjunction with the Group Treasurer.

Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.

Provide support to the Group Commissioner as required in the preparation of camps and special events.

Qualifications The ideal candidate will have:

Demonstrated the appropriate knowledge and skills related to the position.

Committed to further personal development related to their role.

Effective interpersonal skills.

Registered as a member of Scouts Canada.

GROUP REGISTRAR VOLUNTEER POSITION DESCRIPTION

<u>Accountable to</u>	Group Commissioner
<u>Term</u>	Appointed annually by the Group Commissioner
<u>Time Required</u>	4 – 6 hours per month (on average) NOTE: Heavier time commitment during registration period.

Scope of Position

Arrange a meeting with Section leaders and Group Committee to fill out the Group worksheet.

Using the Scouts Canada Membership Management system, ensure that the Group Organizational Unit Profile, and each section Profile, are updated with material from the Group worksheet.

Organize a pre-registration program in the spring for returning members as well as the fall registration program.

Answer registration enquiries from Section leaders, members and the general public.

Working with the Scouts Canada Membership Management System, confirm member's registrations who have renewed or prospective members who received a spot with a section of your Group.

Add new Member information for members who have chosen not to register via the World Wide Web and confirm their registrations.

Work with the council office to find a place for all prospective members.

Liaise with Section Leaders to ensure that maximum youth and adult numbers are realistic. All prospective members entering a section after the fall registration program are entered and their registrations have been confirmed.

Confirm that all prospective members have been placed in a Group. If not, notify Group commissioner.

Account for all membership fees received to the Group Treasurer.

Report to the Group commissioner regularly on the membership status of the Group.

Qualifications The ideal candidate will:

Be familiar with computer data entry and operation of web browser software.

Have access to a computer with Internet Access.

Be trustworthy and accountable for large sums of money.

Be organized and capable of dealing with paperwork in an orderly manner.

Have effective interpersonal skills.

Become a registered member of Scouts Canada.

GROUP TREASURER/FUND-RAISER VOLUNTEER POSITION DESCRIPTION

<u>Accountable to</u>	Group Commissioner
<u>Term</u>	Appointed annually by the Group Commissioner
<u>Time Required</u>	4- 6 hours per month (on average)

Scope of Position

Encourages and supports participation in all of Scouts Canada's fundraisers: Scout Popcorn, Scout Hot Chocolate and Scoutrees.

In conjunction with Group Committee members, ensure financial compliance with Scouts Canada's Policies and Procedures.

Effectively record, maintain, plan and explain all financial matters pertaining to the Group.

Be one of the principal signing officers for the Group.

Prepare, in conjunction with the Group Committee, the financial records for the Group Annual Review.

◆ Membership

Create/provide opportunities for growth within the Group.

◆ Communications

Regularly report the financial status of the Group to the Group Administrator or Group Commissioner.

Produce the audited financial report for release.

◆ Program Support

Provide assistance and leadership to the Section leaders in the development of Section budgets.

Take the lead in the development of fund-raising goals, action plans and the implementation of these goals and plans.

Be the principal point of contact on matters of fund-raising for the Group.

Coach/Mentor and assist the members of the Group in attaining competency in their financial management.

Prepare for and participate in, the Group Annual Review; paying particular attention to all financial and fund-raising matters.

Identify/encourage external resources as required by the Group Commissioner so that the Group's annual goals can be achieved.

Provide support to the Group Commissioner as required in the preparation and approval of budgets.

Qualifications The ideal candidate will have:

A background in finance.

Effective interpersonal skills.

Registered as a member of Scouts Canada.

GROUP SECRETARY VOLUNTEER POSITION DESCRIPTION

<u>Accountable to</u>	Group Commissioner
<u>Term</u>	Appointed annually by the Group Commissioner
<u>Time Required</u>	4 to 6 hours per month (on average).

Scope of Position

Effectively record and maintain minutes as well as compose other correspondence as required by the Group Committee.

◆ Membership

Create/provide opportunities for growth within the group.

Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

◆ Communications

Produce for release written material upon the direction of the Group Administrator and/or the Group Commissioner.

◆ Program Support

Prepare for, and participate in, the Group Annual Review, paying particular attention to all minutes and correspondence prepared for the Group over the past year.

Provide support to the Group Commissioner and/or the Group Administrator as required.

Qualifications The ideal candidate will have:

Word processing skills.

Effective interpersonal skills.

Registered as a member of Scouts Canada.