



## Position Description

### South Coast & Tablelands Region

### Scouts Australia (NSW Branch)

<b>Position title:</b>	<b>District Commissioner</b>
<b>Primary Purpose:</b>	<p>The District Commissioner is primarily responsible for the delivery of the Youth Program and development of Scouting within the District. The District Commissioner leads the improvement of Scouting in the District, in conjunction with the support of Group Leaders, District Leaders, Adult Supporters and the broader community.</p> <p>The District Commissioner promotes and helps coordinate Scouting activities, provides support for Group Leaders in the establishment of Group operating performance standards, recruitment and selection of Leaders, supports the training and development of Leaders, upholds Scouting policies and rules, coordinates administration and property matters, and monitors the retention and advancement of youth members and adult Leaders.</p>
<b>Reports to:</b>	Region Commissioner, South Coast & Tablelands Region
<b>Directs Reports:</b> (positions reporting to this role)	<p>District Leaders</p> <p>Group Leaders</p>
<b>Tenure:</b>	The appointment is for three years, with Adult Development Plans reviewed annually. Appointments are reviewed regularly (at least every 3 years) and can be extended at 3 yearly intervals, subject to appointment review outcomes.
<b>Key stakeholders:</b>	<ul style="list-style-type: none"> <li>• Group Leaders</li> <li>• Group Committee Presidents/Chairs</li> <li>• Parents &amp; Adult Supporters</li> <li>• Youth members</li> <li>• District Leaders</li> <li>• other District Commissioners</li> <li>• Region Commissioner</li> <li>• Deputy Region Commissioners</li> <li>• Region Youth Commissioner</li> <li>• Region Leaders</li> <li>• Region Office Manager</li> </ul>
<b>Position Responsibilities:</b>	

The District Commissioner will have responsibility for (but not limited to) the following:

- Provide support through consultation and advice to Group Leaders and Scout Groups within the District in the following areas:
  - 1) Membership applications and fees.
  - 2) The definition of performance standards to be achieved by the Group.
  - 3) The preparation of Group Development Plans (GDP) to meet the Group's objectives.
  - 4) Adults in Scouting issues, Adult membership, Leader Recruitment, Adult Recognition Awards, Conduct and Ethics.
  - 5) Growth of the Movement.
  - 6) Youth program and training activities.
  - 7) Property, Finance and Administration.
  - 8) Training of Leaders including Advanced Training to Wood Badge.
  - 9) Marketing and promotion of the Scout Movement.
- Encourage the development of Scout Groups within the District so every young person can participate in the Scout Movement.
- Encourage Groups within the District to develop all five Sections: Joey Scouts, Cub Scouts, Scouts, Venturer Scouts and Rover Scouts.
- 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.
- Recommend the registration of Scout Groups, Sections and Scout Fellowships within the District.
- 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 timeframe be met by the Scout Group.
- Investigate and settle disputes between members of the Movement, in accordance with the relevant policies and procedures.

- Develop and maintain good working relationships and partnerships with other community organisations within the District, eg: Girl Guides, St John Ambulance, Red Cross, Rotary, Landcare, etc.
- Ensure that all Group Committees attend to the appointment of a Group Leader as a matter of the highest priority.
- Ensure a Personal Leader Adviser (PLA) is appointed for each new Group Leader, in collaboration with the Region Commissioner Adult Training and Development.
- Review Adult Development Plans (ADP) for each District Leader and Group Leader on an annual basis.
- Visit Groups, inspect section meetings, review operations and provide advice regarding program quality and standards.
- Attend Region meetings and conferences, 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 Leadership Team (DLT) and ensure its effective operation.
- Develop a District Development Plan in conjunction with the District Leadership Team and other adult supporters, including the District Supporters Committee.
- Actively participate as a member of the Region Senior Leadership Team (SLT).
- Encourage youth engagement in decision making, in conjunction with the Region Youth Commissioner.
- Work collaboratively with relevant Region teams to provide support to Groups, Leaders and Youth members.
- Ensure Groups with the District deliver an Adventurous, Fun, Challenging and Inclusive Youth Program Experience.
- Measure the Youth Program Experience via feedback from the District Youth Council and others.
- Promote diversity and inclusion, youth safety and wellbeing throughout the District.
- Provide regular communication and social media updates to members of the District, using a variety of digital platforms.
- Provide District perspectives into the development of goals and strategies for the Region Strategy.
- Uphold the purpose, principles and values of Scouts Australia; adhere to the Adult Code of Conduct and Ethics; comply with all WOSM, National and State policies and behave in accordance with the Scout Promise and Law.
- Comply with all applicable legislative, regulatory and statutory obligations.
- Undertake other projects and responsibilities as negotiated with the Region Commissioner.

#### Qualifications, Skills and Experience:

- A strong understanding and commitment to the Aims and Principles of Scouting.
- Knowledge of the Youth Program.
- Experience in the structure and operations of Groups, Districts, Region and State.
- Be prepared to complete a Leader of Adults Wood Badge within twelve months of appointment.
- Enthusiastic and able to motivate, inspire and lead others, both youth and adults.
- Ability to communicate with all levels in Scouting and the community, including strong interpersonal skills.
- A commitment to serving young people.
- Demonstrated organisational and administrative skills, plus high-level ICT skills in relation to communication and data management.
- The ability to achieve results through collaboration, teamwork and accepting responsibility.
- Ability to work both independently and as a part of a team to achieve goals within set timeframes.
- Qualifications and/or experience in Leadership, Management, Administration or similar.

#### Meetings and Conferences:

#### Current Schedule:

- |                                                        |                         |
|--------------------------------------------------------|-------------------------|
| • Region Senior Leadership Team (SLT) meetings         | ➔ Monthly               |
| • Region Commissioners Council                         | ➔ Two weekends per year |
| • Chair District Leadership Team meetings              | ➔ Monthly / Bi-monthly  |
| • Annual Report Presentations (Groups/District/Region) | ➔ Annually              |
| • Region Group Leaders Conference                      | ➔ Annually              |
| • State Summit                                         | ➔ Biennial              |

**Note:** Meetings are usually held face to face or via electronic means (eg: MS Teams, Skype or teleconference). Conferences such as the Region Commissioners Council are conducted over weekends and are either held at Mt Keira Scout Camp or another mutually agreed venue throughout the Region.

#### Authority and Agreement

Developed by:	Deputy Region Commissioner HR & Communications	7 July 2019
Reviewed by:	Region Commissioner, South Coast & Tablelands Region	? ??? 2019
Approved by:	Region Commissioner, South Coast & Tablelands Region	? ??? 2019
Agreed by:	District Commissioner	? ??? 2019