

## **Area Commissioner**

### **Accountable to:**

Council Commissioner

### **Appointment:**

The Council Commissioner appoints the Area Commissioner (AC) annually. The AC will not serve more than three (3) years consecutively.

### **Time required:**

16 to 20 hours per month.

### **Responsibility:**

Responsibilities include Communication and ensuring that the Group Commissioners receive the service and support necessary for them to perform their roles. Typical roles and/or responsibilities may include but are not limited to:

#### Membership:

- Encourage an attitude favourable for growth and identify, create and provide opportunities for growth within the Area.
- Regularly meet with Group Commissioners to review their plan and progress for achieving growth.
- Effectively manage the VRAD process in the Area.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and appoint:
  - Group Commissioners
  - Other adults to assist in the management of the Area as necessary (i.e. Adult Development, Service and Support, Communications, etc.).

#### Communication:

- Represent the Area as a member of the Council Commissioner's team and provide monthly reports on the program status of the Area.
- Manage the flow of accurate and timely information on all Scouting matters, including procedure and policy changes.
- Develop positive working relationships with Group and Council Commissioners, Leaders and the community at large within their area.
- Encourage Section Leaders and Group management team members to attend Area Scouters' Clubs.

#### Program Support:

- Provide assistance and leadership to the Group Commissioners
- Be a catalyst for youth input at the Area level.
- Regularly meet with Group Commissioners to monitor progress in achieving Scouts Canada's Program Standards and provide assistance where possible.
- Ensure due emphasis is placed on risk management with a focus on member safety.
- Identify/engage external resources as required so that Area initiatives and goals can be achieved.
- Provide support in the preparation of Area camps or special events.

#### Program Evaluation:

- Ensure compliance with Scouts Canada's Polices, Procedures and Program Standards.
- Prepare and conduct Group Audits.
- Ensure compliance with all Screening Procedures as set by Scouts Canada.

#### Volunteer Recruitment and Development Strategy:

- Conduct evaluations of Commissioners, identify development needs and provide opportunities for further leadership development where required.
- Advise the Council Executive Director immediately if, as a result of a complaint or observed behaviour, a Member should be suspended. Take appropriate action as directed by Council Executive Director. Council Management Operating Procedures must be followed.
- Identify the developmental needs of Volunteer members within the Area and ensure opportunities for appropriate leadership development are provided.
- Be a catalyst for service and achievement recognition for members within the Area.
- Recommend approval of adult members where no Group Commissioner is available.

#### **Qualifications:**

The ideal candidate will have:

- Two or more years experience as a Scouter.
- Completed the Wood Badge Part I for one or more program Sections.
- Committed to undertake further personal development related to their role as Area Commissioner within one year.
- Demonstrated effective interpersonal skills.
- Modeled positive behaviours appropriate to Scouting.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process