

## **AREA COMMISSIONER VOLUNTEER POSITION DESCRIPTION**

Accountable to: Council Commissioner

Term: Appointed/elected annually by the Council Commissioner in consultation with the members in the area to be served. The Area Commissioner shall not hold office for more than three (3) consecutive years.

Time required: 16 to 20 hours per month (on average)

Scope of position: The Area Commissioner is recognized as the principle point of contact for the Area.

### Responsibilities:

- 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 favorable 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.

## **Area Commissioner Volunteer Position Description, Page 2**

- 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 Policies, 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 behavior, 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 Leader.
- 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 behaviors appropriate to Scouting.
- Registered as a member of Scouts Canada.
- Demonstrated knowledge of VRAD process