



# Job Description: District Commissioner

## Role Purpose

To support the groups in the district to achieve a high standard of Scouting through the application of the aims, methods and values of SSA in accordance with the rules as described in the SSA Constitution, Organisational Rules and Policies as revised from time to time.

To protect and ensure the good standing of SSA in the Community.

## Functions

1. Support Scout Groups
  - a. To represent SSA in the District by visiting, supporting and advising Groups and any units thereof, and their SGL and Group Committee on how to conduct these bodies.
  - b. To coordinate support for Groups from the members of the Regional Support Teams, through the Regional Coordinators.
2. Support and enable the activities in the District
  - a. Facilitating the harmonious co-operation of the Groups and Scouters in the District.
  - b. Being responsible, in consultation with the Scout Group Leaders, for the mentoring of all adult members in the District.
  - c. In consultation with the Scout Group Leaders, the acquisition, integration, personal development and appraisal of adult leaders.
  - d. To encourage SGL's and in turn Unit Leaders to undergo training.
  - e. Working with groups and members to assist, mentor and make the groups more effective.
  - f. Working with groups in distress to assist their recovery and development.
  - g. To receive reports and feedback from the Regional Adult Support Training Team regarding the training undertaken by Unit Leaders & SGL's from the District.
3. Protect the reputation and good standing of SSA in the District
  - a. Maintaining a contact list of qualified badge examiners approved by the National Youth Programme Team members.
  - b. Exercising control over all visiting SCOUTS to the District.
  - c. Supervising Group finances, in consultation with the Regional Financial Representative.
  - d. Ensuring that all assets in the District are vested and managed in accordance with the SSA Property Policy and SSA Finance, Fundraising and Administration policy.
  - e. Informing the RC of any disputes within 48 hours of becoming aware of such.
4. Encouraging the growth of Scouting in the District
  - a. Encouraging the formation of Groups.
  - b. Securing the effective working of new groups
  - c. Proposing youth and adult members for awards
  - d. Facilitating activities in the groups such as district badge courses and events
  - e. Holding regular District Team meetings to maintain communication with the Regional Team Members.
  - f. Ensuring Groups and Members details are registered on the Membership database
  - g. Ensuring SGL and other Group members are linked to the relevant mailing lists or relevant communication means.
5. Whatever else the RC might reasonably require of the DC in the best interests of SSA.
6. Carry out individual Personal Development Reviews of Scout Group Leaders in the District.

7. Undergo an Individual Personal Development Review with the RC.

### **Accountability & Reporting Structure**

Applicable Policies to the

|           |  |
|-----------|--|
| Role:     | All SSA Policies Apply to this Role and will be utilised in this Role. |
| Report to | Regional Commissioner  |
| Peers     | District Commissioners   |
| Manages   | District Warrants Committee  |
| Supports  | SGL's in the District  |

### **Delegated Power**

1. Recommendation on Warrants/awards/ submissions/Charges/policy, relevant to rank.

### **Period of Warrant**

5 years renewable for 3 and then 2 years. Thereafter the warrant cannot be renewed for the role.

### **Appointment Procedure**

Process as described in Organisational Rules Section 6.2.1.

### **Other Agreed Tasks**

As agreed with the direct report the candidate will also be responsible for:  
(To be completed on a case by case basis)



be prepared....