

PRACTICE NOTE 01**APPOINTMENT PROCESS FOR ALL ROLES IN SSA**

This document sets out the recruitment and administrative procedure to be followed when recruiting any member for any role within SCOUTS South Africa.

1. For all National and Regional roles, an advert for the vacancy is to be advertised nationally via the recognised communication systems within SSA.
Districts and Groups may advertise within their Districts, or adjacent Districts, and Groups in order for the vacancy to be filled.
2. A minimum of 2 (two) weeks' formal notice must be given when all advertisements are placed for nominations or applications to be received.
3. Any member may nominate any other member for a position. The latest Nomination Form is available on the SSA Website.
4. Members when making application for any role, should follow the below process and complete these forms which are all available on the SSA Website.

4.1 For volunteers who are not yet a member.

- 4.1.1 If the applicant or nominee is not a member of SSA, they are to follow the procedure set out in Practice Note 01 for the Process for Admission as a Member.
- 4.1.2 Once that has been accomplished, they can continue with the procedure in 4.2 below.

4.2 For volunteers who are already members.

- 4.2.1 Role and Warrant Application Form
- 4.2.2 A comprehensive Scouting CV should be attached.

All completed documentation as stated above, for each applicant, is to be submitted to the person or email as indicated in the advertisement which would be directed to the correct Lead Interviewer.

5. Upon receipt of the documentation, the following steps should be followed.
 - 5.1 Advise all applicants that their application has been received.
 - 5.2 Review all applications to see if they comply with the
 - Criteria for the Role
 - Are a member of SSA
 - Have been vetted against the National Child Protection Data Base
 - Have completed their Criminal/Police Clearance.
 - 5.3 Advise any applicants if they do not meet the criteria, with a suitable explanation.
 - 5.4 Arrange interviews with the respective applicants.
 - 5.5 Set up an interview Panel and send them the necessary documentation which should probably include the Role and Warrant Application Form, Scouting CV and perhaps any motivational letter received.
 - 5.6 The Interview Panel should comprise three members relevant to the role being interviewed for.
 - 5.7 Where there is more than one applicant for a role, the interview panel must comprise three members.
 - 5.8 The focus of the interview should be on, but not limited to,
 - The person's understanding of the role as described in the Role Description
 - Their vision and priorities for the role in question
 - How well the applicant meets the criteria
 - The training and support the applicant believes they will need.
 - 5.9 At the end of the interview, the Lead Interviewer should ask the applicant to confirm that they are still interested in the role.
 - 5.10 The interview panel will deliberate and make recommendation to the Lead Interviewer.
 - 5.11 Once a decision has been made, the Lead Interviewer will send the completed Role and Warrants Application form to the next in line Scouter for endorsement.

EXAMPLE		
Interviewing for a	Lead Interviewer	Next in Line Scouter to endorse
PS/TS	SGL	DC
SGL	DC	RC
DC	RC	CC
RC	CC	CS

5.12 Once the next in line Scouter has endorsed the appointment and signed the form, the Lead Interviewer will inform the successful applicant that their application has been successful. They will be asked to confirm and agree the period of warrant which will be issued for an initial period of no longer than 5 years.

5.13 Should any changes to the published Role Description have been noted by the applicant on the Role and Warrant Application Form and agreed the Lead Interviewer, the Lead Interviewer needs to sign against this in acknowledgment and acceptance of these amendments.

If they are not acceptable, they are to be crossed through.

5.14 Once the successful applicant has accepted

5.14.1 All unsuccessful Scouters will be advised in writing by the Lead Interviewer that their application was unsuccessful. This will be recorded accordingly on the Role and Warrant Application form.

5.14.2 The completed Role and Warrant application form for the successful applicant will be sent by the Lead Interviewer to the Regional Administrator who will check all details and then forward to the National Administrator for processing and issuing. The warrant is issued for a maximum period of 5 years.

5.14.3 The National Office issues the warrant for the requested period. The Warrant is automatically uploaded onto Scouts.Digital (MMS) and can be printed by the Region. Alternatively, the National Office will print and send to the RC concerned.

5.14.4 The warrant is to be presented as soon as possible, if applicable.

APPOINTMENT OF ADULT HELPERS, SCOUT GROUP MANAGERS, UNIT LEADERS AND SGL'S

ROLE ADVERTISED	ADVERTISED BY and LEAD INTERVIEWER	PANEL COMPRISES	CRITERIA FOR ROLE	WHO SUBMITS PAPERWORK	WHO ENDORSES APPLICATION	SEND TO	Warrant or Appointment
Den/Pack/Troop Adult Helpers (Formerly known as Parent Helpers)	Discussion held with the Group Committee	Relevant branch and committee		SGL AAM, Role & Warrant Application, Criminal Clearance	Group and Warrants Committee	Regional Administrator for checking and then National Administrator to process	Appointment for 3 years
Scout Group Manager (Scouts.Digital Administrative Role only)	SGL or Committee finds suitable applicant and meet Group Committee	SGL and Committee	Administrative skills. Understand obligation regarding POPIA MMS	SGL AAM, Role & Warrant Application	DC / Warrants Committee (Only a National Administrator may affect on SD)	As above	Appointment
Unit Leaders	Advertised by SGL who is Lead Interviewer	Group Committee comprising SGL, 1 or 2 unit scouts	Requirements as per Role Description	SGL AAM, Role & Warrant Application, Criminal Clearance	DC / Warrants Committee	As above	Warrant
Scout Group Leader (SGL)	Advertised in District by DC who is Lead Interviewer	District Warrants Committee DC (Chair) 1 or more SGL's	Requirements as per Role Description	District Warrants Committee R&W Application	DC CHAIR	As above	Warrant

- Once membership has been approved, and the IAL Training has been completed, the Limited Warrant is issued for a period not exceeding 18 months.
- After the Warrant Course has been completed, the member may apply for a full Warrant for the particular role.

APPOINTMENT OF MEMBERS IN THE DISTRICT							
DISTRICT							
ROLE ADVERTISED	ADVERTISED BY and LEAD INTERVIEWER	PANEL COMPRISES	CRITERIA FOR ROLE	WHO SUBMITS PAPERWORK	WHO ENDORSES APPLICATION	SEND TO	WARRANT OR APPOINTMENT
DC	RC	RC 1 experienced SGL 1 RTC 1 other experienced SGL if needed	As per Role Description	RC	CC	Regional Administrator for checking and then National Administrator to process	Warrant
District Scout Group Manager	Recommendation of applicant by DC (MMS role only)	DC	Suitable admin skills Computer literate Criminal Clearance. Understand obligations regarding POPIA.	DC AAM, Role & Warrant Application	RC (Only a National Administrator may affect role on SD)	As above	Appointment
Support Team Members (Although this is a Regional Role, for simplicity, the District will process)		DC RTC 1 more member	As per Role Description	DC/RTC	RC	Regional Administrator for checking and then National Administrator to process	Warrant

REGION							
ROLE ADVERTISED	ADVERTISED BY and LEAD INTERVIEWER	PANEL COMPRISES	CRITERIA FOR ROLE	WHO SUBMITS PAPERWORK	WHO ENDORSES APPLICATION	SEND TO	WARRANT OR APPOINTMENT
RC	CC	CC CEO Manco Member (Chair: Adult Support)	As per Role Description	CC	CS	As above	Warrant
REGIONAL SCOUT GROUP MANAGER	Recommendation of applicant by RC (SD role only) RC	RC	Suitable admin skills Computer literate Criminal Clearance. Understand obligations regarding POPIA	RC	CC (Only a National Administrator may effect role on SD)	As above	Appointment
Development Officer	RC	RC DC And 1 other	As per Role Description	RC	CC	As above	Appointment
REGIONAL RTC's RYLR Finance Property	RC RC RC RC	RC Chair of the appropriate Manco portfolio; Other senior scouters agreed by first 2 panel members; Ie National or Regional office bearers	As per Role Description	RC	Operations = CC Administrations = CEO	As above	Warrant

APPOINTMENT OF MEMBERS ON TO THE NATIONAL TEAM
NATIONAL

ROLE ADVERTISED	ADVERTISED BY and LEAD INTERVIEWER	PANEL COMPRISES	CRITERIA FOR ROLE	WHO SUBMITS PAPER WORK	WHO ENDORSES APPLICATION	SEND TO	WARRANT AND APPOINTMENT
Chair: National Meerkat/Cub/Scout/Rover Programme	National advertises CC	CC CS Chair: National Adult Support or 1 other Manco member	As per Role Description Wood Badge	CC	CS	Chair: National Adult Support for finalising and to send to National for processing.	Warrant
Chair: National Adult Support Chair: Adult Leader Training Chair: National Property Chair: National Finance Chair: National Marketing Chair: National YLR	National advertises CC	CC CS One other Manco member	As per Role Description Wood Badge	CC	CS	Chair: National Adult Support for finalising and to send to National for processing.	Appointment
National Coordinators	National advertises	Responsible Chair CC One Manco Member	As per Role Description	Responsible Chair	CC	Chair: National Adult Support for finalising and to send to National for processing.	Appointment