
Practice Note 05
Pro Forma Letter of Appointment for Group Committee Members

{Use Group letter head}

12 December 2020

*{Mr A Smith
c/o 1st Pofadder Scout Group
Northern Cape Region}*

Dear Abe

Welcome to SCOUTS South Africa as an Adult Member.

As you know you have been *{elected / co-opted}* and agreed to serve as *{A member/ the Treasurer/ the Secretary}* on the Group Committee.

This letter serves to formalise your Adult Membership of SCOUTS South Africa, and your appointment to the committee.

As a member of the Committee, we would like you to take particular responsibility for *{.....}*

The committee meets at the Group hall on the second Wednesday of the month at 19h00

I trust that you will do your best to uphold the image of Scouts South Africa and support the Group's activities for the benefit of our Youth.

Please note that this appointment expires on _____ unless you are re-elected. It will be cancelled should you no longer be actively involved on the Committee.

I trust that your involvement with the Committee will be rewarding, enlightening and, most of all, fun.

Yours in Scouting

Scout Group Leader
{1st Pofadder Scout Group}

{NOTE: the sections in {and italics} must be altered to suit the circumstances, and the footer deleted}