



## Job Description: Regional Commissioner

### Role Purpose

To be the face of SCOUTS South Africa (SSA) in the Region and specifically to lead, manage and coordinate the effective support of Scouting in Groups in accordance with the rules, as described in the current Organisational Rules and Policies of SSA. .

### Functions

1. Represent SSA in the Region:
  - a. Representing SSA in public statements or commentary.
  - b. Engage with Regional bodies and entities for the furtherance of SSA's aims.
  - c. Promote the prominence, status and visibility of SSA in the Region.
  - d. Foster good relations with Provincial Government Departments
2. Coordinate and manage the implementation of Scouting in the Region:
  - a. Reviewing and recommending the acceptance, continuation, suspension or cancellation of Social Partnership Agreements (SPAs) with Groups.
  - b. Coordinating and managing the Regional Team with regular reporting to the Chief Commissioner.
  - c. Holding of regular Regional Team Meetings to maintain communication with the Regional Team Members.
  - d. Supporting the deployment of members of Support Teams to support the Groups in the Districts through the appropriate Regional Team Coordinator (RTC).
  - e. Monitoring the progress and welfare of all SSA Members in the Region.
  - f. Identifying, mentor, develop and appoint Leaders to develop and grow SSA within the Region.
  - g. Establishing and supporting Regional Teams for Regional events.
  - h. Encouraging joint activities in the Region between Districts and Groups.
  - i. Interpreting and apply SSA Policies, as related to conduct and involvement of all Members in the Region.
3. Ensure a high standard of training is maintained in the Region:
  - a. Monitoring the Adult Leader Training Programme in the Region.
  - b. Monitoring the implementation of the Youth Training Programmes (Meerkat, Cub and Scout).
  - c. Monitoring the implementation of the Alumni and Rover Programmes.
  - d. Monitoring and assessing projects/tasks/duties, as delegated/assigned to RTCs and Support Teams.
  - e. Assessing and evaluating programmes and standards.

- f. Recommending Adults for the position of RTCs.
4. Monitor the recruitment, appointment and evaluation of Adult Members:
    - a. Monitoring the implementation of the Adult Support Policy.
    - b. Monitoring the development of Adult Leader Training capacity/resources/processes.
    - c. Appointing Adult Leaders to the Regional Team.
    - d. Appointing and managing an Awards Committee.
    - e. Recommending the appointment of District Commissioners (DCs) to the Chief Commissioner.
    - f. Suspending any Adult or Youth Member in accordance with the Member Code of Conduct.
    - g. Recommending the appointment of Adults to the Support Teams.
    - h. Reviewing the successes and challenges of the Regional Team and the DCs on an annual basis and mentoring as required.
  5. Perform a support, supervisory and leadership role:
    - a. Supervise the operation and management of the Regional Office and SSA employees
    - b. Monitor and assess projects/tasks/duties, as delegated/assigned to assistants.
    - c. Sign leases after consultation with the Regional Property Representative.
    - d. Provide guidance and advice to assistants and assess progress achieved.
    - e. Ensure that individual skills development and performance discussions take place.
    - f. Attend Regional events (workshops, competitions, etc.).
    - g. Control and manage the effective working of Districts.
    - h. Monitor the organisation of suitable Regional events for the various branches.
    - i. Instituting and carrying out disciplinary procedures of SSA Members as required within the Region.
    - j. Manage disciplinary processes and hear appeals where agreement cannot be reached.
    - k. Allocation of District boundaries in the Region, in consultation with the District Commissioners ( DC).
    - l. Being responsible for the performance of the Regional Team.
  6. Hold a meeting with each with the Regional Team Member, at least annually, to discuss matters relating to their successes and challenges.
  7. Perform / implement any project / task / assignment, as required by the Chief Commissioner or Manco.
  8. Have meeting with the Chief Commissioner at least annually, to discuss the successes and challenges in the Region.



be prepared...

## Accountability & Reporting Structure

Report to:	Chief Commissioner
Peers:	RCs
Manages:	Regional Team Members District Commissioners Regional Finance Representative Regional Property Representative Other Regional representatives who are appointed
Supports:	DCs in the Region

## Delegated Power

1. Recommendation on Awards/Submissions/Charges/Policy relevant to rank.
2. Implementation of Regional office and administration capacity.

## 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 the Adult Support Policy.

## Other Agreed Tasks

As agreed with the direct report, the candidate will also be responsible for:



be prepared...