

# The Group Scouter

## Resources

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### Role

The role of the Group Scouter (GS) is to facilitate communication between the Group and the Area Commissioner (AC) on program issues. If there is a program issue within a group that needs attention, the GS will be the one to bring it to the attention of the AC. All program information that needs to be passed down to the Group would come through the Group Scouter from the AC's team. This again does not mean a heavy load for the Group Scouter; we simply need a program point of contact for the Service Team. The Group Scouter becomes the primary point of contact and support for the Group as the Group's Service Scouter.

The Group Scouter will provide an essential link between Sections, Groups, and Areas. The Group Scouter will be the conduit for rapid communication and response. The Group Scouter will provide a direct avenue for servicing, and the passage of information in both directions. The Group Scouter is accountable to the Area Commissioner; recommended by, and responsive to, the Group; has an inherent credibility; and is in a unique position to be a positive influence to all concerned.

The Group Scouter will serve to enhance the positive influences of Scouting in the community by:

- Facilitating servicing;
- Providing assistance in the orientation of new members;
- Applying coaching skills to encourage excellence in programming;
- Providing access to training programs;
- Providing encouragement to neighbourhood activities;
- Providing information on strengths and needs of the Group;
- Ensuring appropriate and timely recognition of volunteer service.

## **Duties and Responsibilities**

- Work with the Area Commissioner and Area Service Team, to provide direct support to section leaders.
- Participate in recruiting, orienting, coaching, training and evaluating of section leaders and committee members.
- Be a primary source of contact for the Group and, as such, provide accurate and timely information on all Scouting events, programs, procedures, and policy changes and ensure that information is channelled appropriately.
- Communicate regularly with the Area Commissioner or delegate and report all progress and difficulties encountered by the Group.
- Encourage the development of sound relationships between Sections, Group, and Area.
- Identify the training needs of the Group and inform the DAC Volunteer Development & Training of those needs.
- Ensure that adult volunteers are recognized for their contributions, through either the Honours and Awards program or some other form of recognition.
- Encourage leaders and Group Committee Members to attend Area Scouters' Clubs.
- Assist the Group in completing the annual Group registration process.
- Ensure that the Group completes an annual re-chartering activity.
- Guide and assist the Group and Sections in setting goals, developing action plans, and section program plans.

## **Relationship to the Group Chairperson**

The Group Committee will continue to function with the Chairperson being responsible for all administrative duties. The role of the Group Chairperson is to facilitate communication between the Group and the Area Commissioner on administrative issues. Again should there be an issue related to the Group of an administrative nature it would be the Chair's responsibility to bring it to the attention of the Group Scouter. The Chairperson has support from the Area Team through the "DAC Group Support" this Service Scouter's role is to focus on and support the Group Chair position.

**The job descriptions for the Group Committee Chair and the other members of the Group Committee can be found in the Group Committee Handbook published by Scouts Canada.**

## Position Description - The Group Scouter

<b>Accountable to:</b>	The Area Commissioner assigned to their service area.
<b>Appointment:</b>	In consultation with the Group Committee and the Area Service Team, the Area Commissioner appoints the Group Scouter annually.
<b>Tenure:</b>	The Group Scouter will not serve more than three (3) years consecutively, as per National Bylaws, Policies & Procedures, except in exceptional circumstances.
<b>Time required:</b>	10 to 12 hours per month.
<b>Scope:</b>	The Group Scouter is the recognized liaison between the Group and the Area Service Team on program support and service issues.
<b>Major Responsibility:</b>	<p>The Group Scouter's role is to ensure, in conjunction with the Area Service Team, that communication is of the highest priority between themselves, the group, and the Area Service Team. Priority is given to reporting on group needs in the following areas:</p> <ol style="list-style-type: none"> <li>1. that section Scouters are appropriately trained</li> <li>2. that Scouting's programs are being effectively delivered</li> <li>3. that all Scouts Canada policies are adhered to</li> <li>4. that risk management is followed in the delivery of all activities</li> <li>5. Facilitating servicing</li> <li>6. Providing assistance in the orientation of new members</li> <li>7. Applying coaching skills to encourage excellence in programming</li> <li>8. Providing encouragement to participate in community activities</li> <li>9. Providing information on strengths and needs of the Group</li> <li>10. Ensuring appropriate and timely recognition of volunteer service in their Group</li> </ol>
<b>Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Work with the Area Service Team, which provides direct support to section leaders and the group</li> <li>2. Facilitate a close climate of co-operation between</li> </ol>

	<p>the Group, Sections and the Area</p> <ol style="list-style-type: none"> <li>3. Communicate on a regular and timely basis with the other members of the Area Service Team</li> <li>4. Report all progress and difficulties encountered by the group</li> <li>5. Work closely with group and Area Service Team encouraging an attitude favourable to growth and expansion</li> <li>6. Participate and assist the Area Service Team in recruiting, orienting, coaching, mentoring and evaluation of section leaders and committee members</li> <li>7. Act as a liaison for the group and as such provide accurate and timely two-way information on all Scouting events, program updates, program evaluation, procedural and or policy changes, and ensure that the information is channelled to the appropriate persons</li> <li>8. Identify the training needs of the group and inform the Deputy Area Commissioner Volunteer Development &amp; Training of those needs</li> <li>9. Help the Area Service Team define and promote Scouting's requirements within the Group's community</li> <li>10. Ensure that adult volunteers are recognized for their contributions, through either local or national awards process</li> <li>11. Encourage Scouters to attend the Area Scouters' Clubs</li> <li>12. Assist the Group in its Annual Re-chartering activity, including assistance in completing the annual group registration process and guidance and assistance in an annual goal setting process</li> </ol>
<p><b>Qualifications:</b></p>	<p>Demonstrated skills in:</p> <p>Communications  Problem solving &amp; decision making  Conflict resolution  Time management  Planning</p>

	<p>Demonstrated knowledge in:</p> <ul style="list-style-type: none"><li>Scouting's programs</li><li>Bylaws, Policies &amp; Procedures</li><li>Volunteer development &amp; training</li><li>Servicing Standards</li><li>Availability of program resources</li><li>National program standards</li><li>Scouting's Mission</li></ul>
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