

**Area Commissioner –
White Pine Council
Call for Nominations**



Whitby Area,

Whitby Area, White Pine Council is seeking applications for the position of Area Commissioner. Candidates for this key volunteer role in Whitby Area should be committed to the values and principles of Scouting. Each should believe firmly that the Scouting movement is of benefit to Canadian society and be respected for their honesty, integrity, and ethics.

Please forward a cover letter and résumé, outlining any Scouting involvement and relevant qualifications for this position before **Friday, November 30, 2018**, to randie.jacobs@scouts.ca .

Nominations will be submitted to a volunteer committee. After nominations have closed, the committee will review the applicants and contact those who have been selected for an interview.

Please see the document below for details about the position as well as the process to be followed when submitting a nomination of your own name or the name of a community member or co-Scouter.

SCOUTS CANADA – VOLUNTEER POSTING AREA COMMISSIONER

Whitby Area, White Pine Council

Have you always wanted to make a real difference in the growth and development of youth in your community? Are you energetic, organized; a natural leader who can work at the top level to support and lead volunteers? Do you enjoy being part of a dynamic team?

You're invited to submit your application for the volunteer position of:

AREA COMMISSIONER - Whitby Area

Appointed by and accountable to the Council Commissioner of White Pine Council, you'll be required to donate 16 - 20 hours per month (on average) to this position. An Area Commissioner may hold this position for no more than 3 consecutive years, each term being for one year as per Scouts Canada's By-Law, Policies and Procedures.

Working closely with the Area Youth Commissioner, the Area Support Manager and the Area Team you will help plan and manage the affairs of your geographic Area and principle contact for Kawartha Waterways Area regarding program management; service to the group's membership development, adult development and ensuring a safe environment for youth to learn and develop.

Above all, you'll play a key role in ensuring your Area Action Plan is consistent with the Council Action Plan and focuses. As a member of the Council Management Team, you will represent your Area at the Council Leadership Team meetings, which can occur on a monthly basis.

Your upbeat, positive attitude will encourage a climate favourable for growth of Canada's best youth movement. You'll support the promotion of all five programs currently offered for youth aged 5 – 26. With a keen eye for great leaders who think like you, you'll selectively recruit, orient and appoint Deputy Area Commissioners and other volunteers for your Area team.

Contact and Process Information

Interested applicants are invited to apply or submit a candidate's name to the Nominating Committee via: randie.jacobs@scouts.ca

To submit your own name for the position, please forward a cover letter and résumé, outlining any Scouting involvement and awards. Please also include relevant qualifications, vocational skills and professional development for as it pertains to this position. Submit your nominations to the committee by the deadline of Friday, November 30, 2018, for the review and selection process.

To nominate or suggest a candidate that is not you personally, submit your recommendation to the committee complete with the person's name, contact information, current Scouting position (if they are within the organization), their current vocation, a paragraph about why you believe them to be an ideal candidate. Please include a statement that notifies the committee if the person is aware of the nomination. Submit the nomination to the committee by the deadline of **Friday, November 30, 2018**, for the review and selection process.

Qualifications:

The ideal candidate will have:

- Two or more years' experience as a program volunteer
- Completed Wood Badge I in one or more program sections
- Committed to undertake further personal development related to the role of Area Commissioner within one year
- Recognized training qualification or equivalent experience in program, project and volunteer management
- Good time management and organizational skills
- Sound knowledge and compliance with Scouts Canada By-Laws, Policies and Procedures including Risk Management best practices and the Volunteer Recruitment & Development (VRAD) Process.
- Strong interpersonal skills
- Strong written and verbal communication with excellent command of the English language
- Ability to motivate others and be a mentor
- Sound and effective problem-solving and decision-making skills
- Access to a computer and proficient in Microsoft applications and email
- Commits to frequent and open communication with Scouting members and Scouting families
- Registered as a member of Scouts Canada or willing to become a member
- Committed to being fair, friendly, firm, and fourth coming

AREA COMMISSIONER VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner

Term: Appointed/elected annually by the Council Commissioner in consultation with the members in the area to be served. The Area Commissioner shall not hold office for more than three (3) consecutive years.

Time required: 16 to 20 hours per month (on average)

Scope of position: The Area Commissioner is recognized as the principle point of contact for the Area.

Responsibilities:

- Responsibilities include Communication and ensuring that the Group Commissioners
- Receive the service and support necessary for them to perform their roles. Typical roles and/or responsibilities may include but are not limited to:

Membership:

- Encourage an attitude favorable for growth and identify, create and provide
- Opportunities for growth within the Area.
- Regularly meet with Group Commissioners to review their plan and progress for achieving growth.
- Effectively manage the VRAD process in the Area.
- Actively support the promotion of all seven programs currently offered.
- Selectively recruit, orient and appoint: Group Commissioners, Other adults to assist in the management of the Area as necessary (i.e. Adult Development, Service and Support, Communications, etc.).

Communication:

- Represent the Area as a member of the Council Commissioner's team and provide
- Monthly reports on the program status of the Area.
- Manage the flow of accurate and timely information on all Scouting matters, including procedure and policy changes.
- Develop positive working relationships with Group and Council Commissioners, Scouters and the community at large within their area.
- Encourage Section Scouters and Group management team members to attend Area Scouters' Clubs.

Program Support:

- Provide assistance and leadership to the Group Commissioners
- Be a catalyst for youth input at the Area level.
- Regularly meet with Group Commissioners to monitor progress in achieving Scouts Canada's Program Standards and provide assistance where possible.
- Ensure due emphasis is placed on risk management with a focus on member safety.
- Identify/engage external resources as required so that Area initiatives and goals can be achieved.
- Provide support in the preparation of Area camps or special events.

Program Evaluation:

- Ensure compliance with Scouts Canada's Policies, Procedures and Program Standards.
- Prepare and conduct Group Audits.
- Ensure compliance with all Screening Procedures as set by Scouts Canada.

Volunteer Recruitment and Development Strategy:

- Conduct evaluations of Commissioners, identify development needs and provide opportunities for further leadership development where required.
- Advise the Council Relationship Manager immediately if, as a result of a complaint or observed behavior, a Member should be suspended. Take appropriate action as directed by Council Relationship Manager. Council Management Operating Procedures must be followed.
- Identify the developmental needs of Volunteer members within the Area and ensure opportunities for appropriate leadership development are provided.
- Be a catalyst for service and achievement recognition for members within the Area.
- Recommend approval of adult members where no Group Commissioner is available.

Qualifications: The ideal candidate will have:

- Two or more years experience as a Scouter, or equivalent vocational experience, or other relevant volunteer experiences.
- Completed the Wood Badge Part I for The Canadian Path
- Committed to undertake further personal development related to their role as Area Commissioner within one year.
- Demonstrated effective interpersonal skills.
- Modeled positive behaviors appropriate to Scouting.
- Registered as a member of Scouts Canada, or eligibility to become a member.
- Demonstrated knowledge of VRAD process