



It starts with Scouts.

Tout commence  
avec les Scouts.

Scouts Canada  
White Pine Council  
Central Ontario Service Center  
10 Kodiak Cres. Unit 120  
Toronto, ON, M3G 3G5

## DEPUTY COUNCIL COMMISSIONER - RECOGNITION VOLUNTEER POSITION DESCRIPTION

<u>Accountable to:</u>	Council Commissioner
<u>Term:</u>	The Council Commissioner annually appoints the Deputy Council Commissioner-three (3) year term.
<u>Time Required:</u>	8 to 10 hours per month
<u>Scope of Position:</u>	The Deputy Council Commissioner – Recognition ensures the implementation and promotion of a system of recognition for adults and youth members for outstanding service, gallantry, meritorious conduct or local awards.

### Responsibilities:

1. Be proactive in assisting the recognition process in imaginative ways.
2. Promote the attached position on encouraging awards.
3. Participate as a member of the Council Management Committee and the Council Service Team
4. Serve as the Chair of the Council Recognition (Honours & Awards) Committee.
5. Provide appropriate leadership in the recruitment, training, direction, supervision and evaluation of members of the committee.
6. Make certain that the committee is working and coordinated towards the Mission Statement and council goals and that there are regular opportunities to review progress.
7. Monitor areas of responsibility within the Council Plan and recommend changes where appropriate.
8. Ensure that correspondence and submissions are reviewed in a timely manner.

9. With members of the Council Recognition Committee, initiate succession planning for the committee at work to ensure that there is a supporting committee at the Area level.
10. With members of the Council Recognition Committee, assist and guide development of where and where necessary, identify and prepare applications for members of the Council deserving of recognition, which may include awards issued by other agencies.
11. Review all Area Recognition submissions to ensure completeness and to suggest any changes necessary for consideration for a higher award. Forward submission to next senior council in a timely manner.
12. Promote to all members of the Council, the procedures for recognizing gallantry, meritorious conduct and outstanding service to Scouting. Working with the Deputy Council Commissioner – Volunteer Development and Training, arrange workshops/training opportunities as appropriate.
13. Arrange for the notification and presentation of approved awards, based on developed practices.
14. In cooperation with Areas, ensure that award recipients are appropriately identified to the local media.
15. Working with Areas, identify partners deserving recognition and ensure appropriate recognition takes place.
16. Working with the Council Recognition Committee, organize and conduct an annual Adult Recognition Ceremony.
17. Develop materials on the recognition process for websites and cross council communication.
18. Be part of the National Honours & Awards network to develop and explore further honours and awards.

#### Qualifications:

- Willing to commit 8 - 10 hours per week.
- Maintain a cheerful, energetic, objective and positive attitude toward Scouting and fellow Scouters.
- Be a good communicator.
- Be able to work on a large team.
- Have knowledge of the By-Laws, Policies, and Procedures of Scouts Canada.
- Knowledge of Scouting's Mission Statement.
- Familiar with Scouts Canada resources and literature.
- Have leadership experience in at least one program section.
- Have a minimum of 3 years experience in the organization, or equivalent experience in a leadership setting.
- Having attended and completed Wood Badge Part II in one or more programs sections would be a definite asset.
- Having attended a Service Team and or National Training Event is an asset.
- Take appropriate training related to functioning in the role within one year.
- Willing to grow as a volunteer of Scouts Canada.

#### Relationships:

The Deputy Council Commissioner – Recognition works with:

- Council Commissioner
- Council Relationship Manager
- Council Youth Commissioner
- Scouting Relationship Manager

- Deputy Council Commissioners
- Council Management Committee
- Area Commissioners
- Group Commissioners
- Assistant Area Commissioners – Recognition
- Area program resource Scouters, event organizers and trainers
- Operations Centre Staff
- National Honours & Awards Committee

Attitude, Skills, and Knowledge:

- Demonstrated commitment to the Mission, Principles and Practices of Scouts Canada.
- Demonstrated commitment to social inclusiveness.
- Demonstrated leadership, organization, communication, planning, problem solving and decision making skills.
- Willing and able to work as a member of a team.
- Effective communication.
- Effective interpersonal relations.
- Planning organizing, problem solving and decision making.
- Knowledge of communities served.
- Knowledge of Scouting programs although this may be acquired.
- Knowledge of group community operations and the role of servicing.
- Coaching, mentoring; ability to provide guidance; facilitation and encouragement.
- Knowledge of the Honours and Awards recognition process.
- Knowledge of Scouting's accreditation program

**To Apply for this Position:**

Please email [randie.jacobs@scouts.ca](mailto:randie.jacobs@scouts.ca) with a resume and a CV subject line "White Pine Council Deputy Council Commissioner - Recognition Application" by November 30, 2018