

	Gasóga na hÉireann/Scouting Ireland			
	No.	Issued	Amended	Next Review Date
	SID-MA03	1 st Nov. 2003	13 th May 2017	May 2020
	Category: Membership and Appointments			
Scouting Ireland – County Appointment Descriptions				

Related Documents

Revision Schedule		
Revision	Date	Description
E	13/05/2017	Document Re-numbered and Category Re-allocated. General Consistency Review by the Constitution and Rules Committee.
D	10/10/2015	Document fully revised
C	30/03/2012	Minor Revisions to County Treasurer
B	29/01/2011	Revisions to County Programme Coordinator
A	08/05/2010	Revisions to County Treasurer
#	29/11/2003	Document Issued

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The Job: County Commissioner

Roles & Responsibilities: Primarily responsible for the management and co-ordination of the resources of the Scout County in accordance with the Policies and Rules of Scouting Ireland for the benefit of the Scout Groups within the Scout County, in conjunction with the Scout County Board.

- Member of the National Council
- Member of the Provincial Management/ Support Team
- Member of the Scout County Board
- Member of the Scout County Management Committee

Key areas of responsibility:

- To report to the County Board at its Annual General Meeting.
- To co-ordinate the work of the Scout County.
- To represent the County at meetings of the Provincial Management/Support Team.
- To head and oversee the implementation of the Scout County Development Plan.
- To ensure the observance of the Policies, Guidelines and Rules of Scouting Ireland by the Groups and Scouters of the Scout County.
- To carry out any duties or functions of the Appointment as determined by the County Board, subject to the approval of the National Management Committee.
- To direct and support the affairs of any Scout Group not functioning satisfactorily.
- To attend meetings of any Scout Group as necessary.
- To process applications for the first registration of Scout Groups and Programme Sections in accordance with the Policies of Scouting Ireland.
- To recommend the Appointment of Group Leaders and Deputy Group Leaders by the Chief Commissioner (Adult Resources).
- In conjunction with the Group Leader, to approve Programme Scouters where nominated by the Group Council.
- To nominate the County Programme Co-ordinator and County Training Co-ordinator to the County Management Committee for Appointment.
- Other duties and functions set out by the County Board, subject to the approval of the National Management Committee.

Nominated by: County Board

Appointed by: Chief Commissioner (Adult Resources)

Term of Office: Three years, eligible for re-appointment for one further term of three

years

Accountable to:

- County Board
- Chief Commissioner (Adult Resources)
- National Management Committee

Working with:

- County Management Committee
- Provincial Commissioner
- Provincial Management/Support Team

Personal Profile:

Should be able to demonstrate

- The ability to provide inspirational leadership and strategic direction for the Scout County
- The ability to build, maintain and facilitate effective working relationships with a wide range of people
- The ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- The ability to negotiate agreements
- The ability to construct and implement long-term plans that improve and expand the Scouting offered to young people and identify any training, resources and other needs required to undertake this work
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- The ability to communicate (verbally and non-verbally) to a wide variety of audiences
- The ability to lead and manage a team of adult volunteers
- The ability to motivate and enthuse others
- The ability to plan, manage and monitor own tasks and time
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide Movement as an adult
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

The Job: Deputy County Commissioner

Roles & Responsibilities: The Deputy County Commissioner assists a County Commissioner in carrying out the duties and functions of a County Commissioner in addition to any other duties and functions as directed by the Scout County Management Committee, subject to approval of the County Commissioner.

- Member of the County Board
- Member of the County Management Committee

Key areas of responsibility:

- To assist the County Commissioner in the performance of the County Commissioner's role.
- To represent the Scout County at meetings of the Provincial Management/Support Team where the County Commissioner cannot attend.
- To help with the implementation of the Scout County Development Plan.
- To help the County Commissioner ensure the observance of the Policies, Guidelines and Rules of Scouting Ireland by the Scout Groups and Scouters of the Scout County.
- To carry out any duties or functions as determined by the Scout County Board, subject to the approval of the County Commissioner and the National Management Committee.
- To direct and support the affairs of any Scout Group not functioning satisfactorily if delegated to do so by the County Commissioner.
- To attend meetings of any Scout Group, as necessary, if delegated to do so by the County Commissioner.
- To help the County Commissioner, if asked, to process applications for the first registration of Scout Groups and Programme Sections in accordance with the Policies of Scouting Ireland.
- To represent the County Commissioner at events and meetings if the County Commissioner requests him/her to do so.

Nominated by: County Board

Recommended by: County Commissioner

Appointed by: Chief Commissioner (Adult Resources)

Term of Office: Holds the Appointment concurrently with the County Commissioner in office at the time of Appointment

Accountable to:

- The County Commissioner
- Scout County Board

Working with:

- County Commissioner
- County Management Committee

- Chief Commissioner (Adult Resources)
- National Management Committee
- Provincial Commissioner
- Provincial Management/Support Team

Personal Profile: Should be able to demonstrate

- The ability to provide inspirational leadership and strategic direction for the Scout County
- The ability to build, maintain and facilitate effective working relationships with a wide range of people
- The ability to enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team
- The ability to negotiate agreements
- The ability to construct and implement long-term plans that improve and expand the Scouting offered to young people and identify any training, resources and other needs required to undertake this work
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- The ability to communicate (verbally and non-verbally) to a wide variety of audiences
- The ability to lead and manage a team of adult volunteers
- The ability to motivate and enthuse others
- The ability to plan, manage and monitor own tasks and time
- Experience of working with young people and/or community work with adult groups
- Experience of working in the Scout or Guide Movement as an adult
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

The Job: County Chairperson

Roles & Responsibilities: Primarily responsible for presiding at meetings of the County Board and the County Management Committee.

- Member of the National Council
- Chairperson of the County Board
- Chairperson of the County Management Committee

Key areas of responsibility:

- To preside at meetings of the County Board.
- To preside at meetings of the County Management Committee.
- To ensure that the business of the County Board and the County Management Committee is carried out properly.
- May be asked to represent the County at the Provincial Management/Support Team if the County Commissioner is unable to attend.

Elected by: County Board

Term of Office: Three years, eligible for re-election for one further period of three years.

Accountable to:

- County Board

Working with:

- County Commissioner
- County Secretary

Personal Profile: Should be able to demonstrate

- Good communication and team management skills
- Administrative and meeting management skills
- The ability to motivate and enthuse others
- Initiative
- Strong leadership skills
- Strong communication and inter-personal skills
- The ability to work as part of a team
- The ability to think creatively and solve problems
- The ability to motivate others and encourage participation
- The ability to handle and resolve conflict effectively
- The willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- The willingness to actively design and contribute to the strategic vision of the Scout County

- The willingness to take decisions which will further the work of the Scout County
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

The Job: County Secretary

Roles & Responsibilities: Primarily responsible for the administrative affairs of the Scout County.

- Member of the National Council
- Secretary to the County Board
- Secretary to the County Management Committee

Key areas of responsibility:

- To convene meetings of the County Board and the County Management Committee in accordance with the Standing Orders.
- To prepare the agenda for meetings of the County Board and the County Management Committee in consultation with the County Commissioner and the County Chairperson.
- To record the minutes and decisions of the County Board and the County Management Committee.
- To deal with all of the administrative matters of the Scout County.
- To process all correspondence of the Scout County.
- To submit the Annual Registration of the Scout County.
- To notify and advise the National Secretary of personnel changes within the Scout County.
- To prepare and present the Annual County Report to the Annual General Meeting of the County Board.
- To receive reports and submissions for the attention of the County Board from its members and to circulate these to the members of the Scout County Board in advance of the meetings.
- May be asked to represent the County at the Provincial Management/Support Team if the County Commissioner is unable to attend.
- To carry out any other functions or duties as required by the County Management Committee.

Elected by: County Board

Term of Office: Three years, eligible for re-election for one further period of three years.

Accountable to:

- County Board

Working with:

- County Commissioner
- County Chairperson
- County Management Committee

Personal Profile: Should be able to demonstrate

- Strong organisational skills
- Strong communication skills
- The ability to work as part of a team
- The ability to think creatively and solve problems
- Good IT skills
- The ability to summarise information for different audiences
- The willingness to speak their mind and listen to the views of others
- The ability to maintain independent and objective judgement
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

The Job:**County Treasurer****Roles & Responsibilities:**

Primarily responsible for the financial affairs of the Scout County.

- Member of the National Council
- Member of the County Board
- Member of the County Management Committee

Key areas of responsibility:

- To deal with the financial affairs of the Scout County.
- To establish and manage the Scout County bank accounts.
- To be responsible for the supervision of the financial planning of and the monitoring of income and expenditure from the training and events run by the Scout County.
- The implementation and monitoring of the application of Scouting Ireland's Finance Manual (SID 69/10 refers) within the Scout County.
- To prepare the annual budget for the Scout County for approval by the County Management Committee.
- To prepare the annual accounts of the Scout County for the approval of the County Board.
- To receive the annual accounts of all Scout Groups in the Scout County from the Group Treasurer.
- To support Scout Groups, where required, in the preparation of annual accounts and other financial matters as required.
- To submit the annual accounts of the Scout County and each Scout Group in the Scout County to the National Treasurer.
- If applicable, support all Camp Chiefs in the Scout County to ensure compliance with Rule 174.
- The County Treasurer will also support the financial operations of the Scout Groups within the Scout County. The support will include:
 - Reviewing financial procedures (including cheque signing procedures).
 - Maintaining a register of Scout Group Bank Accounts (includes Credit Union, An Post accounts, etc).
 - Working with the County Commissioner/Training Team to ensure training as required is available to and undertaken by the Group Treasurers.
 - Supporting the Group Treasurer in the preparation of the Scout Group Budgets.
 - Reviewing the annual Scout Group Accounts.
- May be asked to represent the County at the Provincial

Management/Support Team if the County Commissioner is unable to attend.

- To carry out any other functions or duties as required by the County Management Committee.

Elected by: County Board

Term of Office: Three years, eligible for re-election for one further period of three years.

Accountable to:

- County Board

Working with:

- Group Treasurers
- County Commissioner
- County Management Committee
- Provincial Treasurer

Personal Profile: Should be able to demonstrate

- Strong organisational skills
- Strong communication skills
- The ability to work as part of a team
- The ability to think creatively and solve problems
- Previous experience of financial management or the role of a Charity Treasurer
- The ability to analyse financial information effectively
- Good IT skills
- The ability to summarise financial information for different audiences
- The willingness to speak their mind and listen to the views of others
- The ability to maintain independent and objective judgement
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

The Job: County Spiritual/Religious Advisor/Chaplain

Roles & Responsibilities: Assists the Scout Groups spiritual development of the Scout through the Youth Programme delivered by the Scout County.

- Member of the County Board.
- Member of the County Management Committee.

The duties and functions of the County Spiritual/Religious Advisor/Chaplain shall include:

- To attend meetings of the County Board and County Management Committee.
- To arrange meetings and seminars for the Group Spiritual/Religious Advisors/Chaplains within the County and Province as required.
- To meet with other Scout Spiritual/Religious Advisors/Chaplains to provide advice and support to the County on the Spiritual/Religious Policy of Scouting Ireland (SID 22/04 refers) and to provide support to the County Commissioner, the County Programme Co-ordinator and other Scouters in the area of spiritual development.
- To work closely with the County Management Committee, the County Programme Co-ordinator, the County Programme Team, the County Training Co-ordinator and the County Training Team.
- To assess the faith denominations within the County with his/her Group Spiritual/Religious Advisors/Chaplains so as to set up a Team to help liaise on the faith practice for the County where necessary.
- To support prayer and worship, both formal and informal, as appropriate in the County.
- With the assistance of the Team, and being sensitive to all faiths within the County, may arrange Prayers, Reflections and Meditations to be used by the County and Groups for different occasions during the Scout Year.
- To organise/lead services on suitable occasions such as: Founders Day Service, Eucharistic Celebrations, preparations for Ramadan, Passover and Sabbath prayers, Remembrance prayers and news of the death of a member of the County/Group or family member.
- To organise funeral prayers and preparations and protocols for a Scout funeral when the appropriate discussions have been held with members of the deceased family, the Parish Priest, Vicar, Rabbi, Imam or other Religious Leader before final arrangements are made.
- May advise the Scouters and Camp Chief and help to organise a prayer space on camp where individuals may have a quiet time for prayer and meditation. This space ought to be multi-faith so

as to suit the different denominations that may be on camp.

- Where practical may help to organise and see that Acts of Worship and services are provided for the different faith/religious beliefs within the Scout County.

Appointed: County Management Committee **Term of Office:** Three years, eligible for re-appointment for one further term of 3 years.

Accountable to:

- County Board
- County Management Committee

Working with:

- Group Spiritual/Religious Advisors/Chaplains
- County Commissioner
- County Management Committee
- County Programme Co-ordinator

Personal Profile: Should be able to demonstrate

- Good communication and team management skills
- Administrative and meeting management skills
- The ability to motivate and enthuse others
- Initiative
- Strong leadership skills
- Strong communication and inter-personal skills
- The ability to work as part of a team
- The ability to think creatively and solve problems
- The ability to motivate others and encourage participation
- The ability to handle and resolve conflict effectively
- The willingness to speak their mind and listen to the views of others
- The ability to maintain independent and objective judgement
- The willingness to listen to others and to see things from their point of view
- The desire and commitment to support others in their spiritual journey
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job
- The willingness to wear the uniform of Scouting Ireland and/or appropriate apparel to show young people that they are a member of Scouting Ireland
- An awareness of the Youth Section's Personal Progression Scheme

The Job: County Programme Co-ordinator

Roles & Responsibilities: Responsible for providing assistance and guidance to the Scout Groups within the Scout County in relation to the Youth Programme of Scouting Ireland through the Scout County Programme Team.

- Member of the County Programme Team
- Member of the County Board
- Member of the County Management Committee

Key areas of responsibility:

- To manage the implementation of the Youth Programme of Scouting Ireland within the Scout County.
- To manage and co-ordinate the Scout County Programme Team.
- To recruit and select Assistant County Programme Co-ordinators as members of the County Programme Team in consultation with the County Commissioner and with the endorsement of the County Management Committee.
- To convene meetings of the Programme Scouters of the Scout County; meetings to be co-ordinated and facilitated by the relevant Assistant County Programme Co-ordinators for that Programme Section/discipline.
- To support and motivate the Scout Groups through their relevant Programme Sections in delivering the Youth Programme of Scouting Ireland to the highest quality.
- To offer guidance to the Scout Groups in relation to Youth Programme best practices and standards in line with the Policies of Scouting Ireland.
- To seek the support and advice of the Provincial Youth Programme Representative, the National Office Resource Unit or the relevant Programme Commissioner as the need arises.
- To provide a report to the County Board Annual General Meeting on behalf of the County Programme Team.
- To facilitate and co-ordinate Youth Member Leadership Training opportunities for the Youth Members in the Scout County.
- To facilitate and co-ordinate Scout County Youth Fora.
- To facilitate and co-ordinate the preparation of the County Youth Programme Calendar [to include Youth Forums, Youth Leadership Training, Activities and Meetings] in conjunction with the County Programme Team (supported by the Programme Scouters of the Scout County) for presentation to the County Board Annual General Meeting.
- To work with the County Training Co-ordinator in identifying training needs for the Scouter Woodbadge Training Scheme and other continued Scouter development/learning opportunities

that may arise in support of the Youth Programme.

- To facilitate the provision of such continued Scouter development/learning opportunities.
- To perform other duties as required by the Scout County Management Committee.
- To attend Co-ordination and Review meetings held by the Provincial Youth Programme Representative for the Province (approximately 4 per year).

Nominated by: County Commissioner

Appointed by: County Management Committee

Term of Office: Holds office concurrently with the County Commissioner in office at the time of Appointment.

Accountable to:

- County Commissioner
- County Management Committee
- County Board

Working with:

- Programme Scouters
- County Commissioner
- Assistant County Programme Co-ordinators
- County Training Co-ordinator
- Provincial Youth Programme Representative

Personal Profile: Should be able to demonstrate

- Good communication and team management skills
- Administrative and meeting management skills
- The ability to motivate and enthuse others
- Initiative
- Strong leadership skills
- Strong communication and inter-personal skills
- The ability to work as part of a team
- The ability to think creatively and solve problems
- The ability to motivate others and encourage participation
- The ability to handle and resolve conflict effectively
- The willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- The willingness to actively support Programme Scouters in their delivery of the Youth Programme
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

The Job: County Training Co-ordinator

Roles & Responsibilities: Primarily responsible for the management of the various adult training courses offered by Scouting Ireland within the Scout County.

- Member of the Scout County Board
- Member of the Scout County Management Committee

Key areas of responsibility:

- To manage, within the Scout County, the delivery of the various adult training courses developed by Scouting Ireland.
- To support and motivate the Scout Groups by encouraging participation in adult training courses.
- To seek the advice and support of and liaise with the Provincial Training Co-ordinator as required.
- To maintain adequate training records of Scouters in the Scout County.
- To update the National Register with changes to training records.
- To convene meetings of the relevant Scouters within the Scout County as required.
- To provide a report to the County Board Annual General Meeting.
- To assist the County Programme Co-ordinator by providing training opportunities for Scouters which will improve the quality of delivery of the Youth Programme offered to Scouts of the Scout County.
- To perform other duties as required by the County Management Committee.

Nominated by: County Commissioner

Appointed by: County Management Committee

Term of Office: Holds office concurrently with the County Commissioner in office at the time of Appointment.

Accountable to:

- County Commissioner
- County Management Committee
- County Board

Working with:

- Group Trainers
- County Commissioner
- County Programme Co-ordinators
- Provincial Training Co-ordinator

Personal Profile: Should be able to demonstrate

- The ability to motivate and enthuse others
- Initiative

- Strong leadership skills
- The ability to communicate (verbal and non-verbal) to a wide variety of audiences
- The ability to work as part of a team
- The ability to think creatively and solve problems
- The ability to manage a training and development function
- The ability to motivate others and encourage participation
- The ability to handle and resolve conflict effectively
- Good presentation and facilitation skills using a wide variety of methods
- The willingness to speak one's mind and listen to the views of others
- The ability to maintain independent and objective judgement
- The willingness to actively support Group Trainers
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job