

	Gasóga na hÉireann/Scouting Ireland			
	Document No.	Issued	Last Amended	Next Review
	SID–SG01	29 th Nov. 2003	11 th Mar. 2017	March 2020
	Category: The Scout Group			
Group Appointment Descriptions				

Related Documents

Revision Schedule		
Revision	Date	Description
E	11/03/2017	Document Re-numbered and Category Re-allocated. General Consistency Review by the Constitution and Rules Committee.
D	12/03/2016	Programme Scouter Revised
C	10/10/2015	Document fully revised
B	30/03/2012	General Revisions
A	08/05/2011	General Revisions
#	29/11/2003	Document Issued

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The Job: **Group Leader**

Roles & Responsibilities: Primarily responsible for the management and co-ordination of the resources of the Scout Group in accordance with the policies of Scouting Ireland.

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

Key areas of responsibility:

- To ensure that the Group Council, the Programme Sections and the Group meets their responsibilities to Scouting in the community.
- To manage the Group resources.
- To ensure that the Group meets its responsibilities to Scouting Ireland and carries out its functions as set out in the Constitution and Rules.
- To represent the Group Council at meetings of the County Management Committee.
- To co-ordinate and support the Youth Programme in operation by the Programme Sections to achieve continuity in the Youth Programme offered by the Scout Group.
- To approve the nomination by the Group Council of Programme Scouters for appointment by the Chief Commissioner (Adult Resources).
- To ensure that Programme Scouters take appropriate training.
- To present a report to the Annual General Meeting (AGM) of the Group Council.
- To carry out any other functions and duties as required by the Group Council from time to time.

Must undertake the relevant Group Leader training as set out by the National Adult Resources Committee.

Must endeavor to ensure openness and fairness in the operations of the Scout Group. For that reason it is recommended that the Group Leader should not hold any other key role in the Scout Group.

Nominated by: Group Council

Recommended by: County Commissioner

Appointed by: Chief Commissioner (Adult Resources)

Term of Office: Three years, eligible for re-appointment for a further term of three years and subsequent one-year terms.

Accountable to:

- Group Council
- County Commissioner
- Chief Commissioner (Adult Resources)

Working with:

- Group Council
- Parents and Friends Support Group
- County Management Committee
- County Commissioner

Personal Profile: Should be able to demonstrate

- 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
- The ability to deliver as promised
- An understanding of the challenges of working in the voluntary sector
- 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 Job: Deputy Group Leader

Roles & Assists the Group Leader in carrying out of his/her duties and functions.

- Responsibilities:**
- Member of the Group Council
 - Member of the County Board

Key areas of responsibility:

- To assist the Group Leader in carrying out the duties and functions of a Group Leader.
- To carry out any other functions and duties as required by the Group Council from time to time.
- May represent the Group Leader at meetings of the County Management Committee in the event the Group Leader cannot attend.

Must undertake the relevant training as set out by the National Adult Resources Committee.

Nominated by: Group Council

Recommended by: County Commissioner

Appointed by: Chief Commissioner (Adult Resources)

Term of Office: Holds office concurrently with the Group Leader in office at the time of his/her appointment.

Accountable to:

- Group Council
- Group Leader
- County Commissioner
- Chief Commissioner (Adult Resources)

Working with:

- Group Council
- Group Leader

Personal Profile: Should be able to demonstrate

- 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
- The ability to deliver as promised

- An understanding of the challenges of working in the voluntary sector
- 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 Job: **Group Chairperson**

Roles & Primarily responsible for presiding at meetings of the Group Council.

Responsibilities:

- Chairperson of the Group Council

Key areas of responsibility:

- To preside at meetings of the Group Council.
- To ensure that the business of the Group Council is carried out properly.

Appointed by: Group Council

Term of Office: One year, eligible for re-election.

Accountable to:

- Group Council

Working with:

- Group Leader
- Deputy Group Leader
- Group Secretary

Personal Profile: Should be able to demonstrate

- Strong communication & inter-personal skills
- Good administrative & meeting management skills
- The ability to motivate others and encourage participation
- The ability to handle and resolve conflict effectively
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job

The Job: **Group Secretary**

Roles & Primarily responsible for the administrative affairs of the Scout Group.

- Responsibilities:**
- Secretary of the Scout Group
 - Secretary to the Group Council

Key areas of responsibility:

- To ensure that meetings of the Group Council are properly summoned in accordance with the Standing Orders of the Scout Group Council.
- To prepare the agenda for meetings of the Group Council in consultation with the Group Leader and the Group Chairperson.
- To record the minutes and decisions of the Group Council.
- To assist the Group Leader in the carrying out of the administrative matters of the Scout Group.
- To deal with correspondence of the Scout Group.
- To keep a register of all members of the Scout Group.
- To ensure that the Scout Group and its members are registered with Scouting Ireland.
- To submit the Annual Registration of the Scout Group where appropriate.
- To notify and advise the National Secretary of personnel changes within the Scout Group where appropriate.
- To prepare and present a report to the AGM of the Group Council.
- To carry out any other functions or duties as required by the Group Council.

Appointed by: Group Council

Term of Office: One year, eligible for re-election.

Accountable to:

- Group Council

Working with:

- Group Leader
- Deputy Group Leader
- Group Chairperson

Personal Profile: Should be able to demonstrate

- Good administrative skills
- Good verbal and written communication skills
- Access to IT and knowledge of relevant software packages
- The ability to work as part of a team
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job

The Job: **Group Treasurer**

Roles & Primarily responsible for the financial affairs of the Scout Group.

- Responsibilities:**
- Treasurer of the Group Council
 - Treasurer of the Parents and Friends Support Group

Key areas of responsibility:

- To deal with the financial affairs of the Scout Group.
- To prepare and present the annual budget for the Scout Group for approval by the Group Council.
- To prepare the annual accounts of the Scout Group for the approval of the AGM of the Scout Group Council.
- To submit, in accordance with Rule 171, the annual accounts of the Scout Group to the County Treasurer.
- To work with the Group Quartermaster/Bo'sun/Group Leader to ensure an up to date register of all Group property and equipment is maintained.
- To ensure, in consultation with the Group Council, adequate insurance cover is in place to protect the Scout Group's equipment and property.
- To establish and manage the Scout Group's bank accounts.
- To be a signatory on all the Scout Group's bank accounts.
- To be responsible for the supervision of the financial planning of and monitoring of income and expenditure from all activities, events etc. of the Scout Group and all its Programme Sections.
- To implement and monitor the application of Scouting Ireland's Finance Manual (SID 69/10) within the Scout Group.
- To carry out any other functions or duties as required by the Group Council.

Appointed by: Group Council

Term of Office: One year, eligible for re-election.

Accountable to:

- Group Council

Working with:

- Group Leader
- Deputy Group Leader
- Group Quartermaster/Bo'sun
- Parents and Friends Support Group
- County Treasurer

Personal Profile: Should be able to demonstrate

- Good organizational & communication skills
- The ability to analyse financial information effectively
- The ability to summarise financial information for different audiences
- Good IT skills
- The ability to work as part of a team
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job

The Job: **Group Spiritual/Religious Advisor/Chaplain**

Roles & Assists with the spiritual development of the Scout through the Youth

Responsibilities: Programme delivered by the Scout Group.

- Member of the Group Council

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

- To attend meetings of the Group Council during the year including the AGM.
- To attend meetings and seminars for Spiritual/Religious Advisor/Chaplains within the County and Province when arranged.
- To work closely with the Group Council and the Programme Sections on the delivery of the Youth Programme and Adult Training.
- To assess the faith denominations within the Group and where necessary set up a team to help liaise on the faith practice for the Group.
- With the assistance of that team, and being sensitive to all faiths within the Group, may arrange Prayers, Reflections and Meditations to be used by the Group 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 on the news of the death of a member of the Group or family member.
- To help to arrange prayers for a funeral and in consultation with the family of the deceased, the Parish Priest, Vicar, Rabbi, Imam or other Spiritual/Religious Leader the proper preparations and protocols for a Scout funeral.
- With the Leaders and Camp Chief to help organize 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 to help to organize and see that Acts of Worship and Services are provided for the different faith/religious beliefs within the Group.
- To develop, with the assistance of the County Spiritual/Religious Advisor/Chaplain, suitable material for delivery at Group level.
- To give guidance and advice to the Group Leader and the Programme Scouters.

Appointed by: Group Council

Term of Office: One year, eligible for re-appointment.

Accountable to:

- Group Council

Working with:

- Group Council
- Programme sections
- Other Group Spiritual/Religious Advisors/Chaplains
- County Spiritual/Religious Advisor/Chaplain

Personal Profile: Should be able to demonstrate

- An understanding of the diverse spiritual and faith needs of young people and adults in the community today and a capacity to respond positively to them
- The ability to communicate (verbally and non-verbally) to a wide variety of audiences
- The ability to motivate and enthuse others
- The ability to plan, manage and monitor own tasks and time
- An understanding of the challenges of working in the voluntary sector
- Experience of working with young people and/or adult volunteers
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job
- 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 Youth Section's Personal Progression Scheme

The Job: **Group Quartermaster/Bo'sun**

Roles & Responsibilities: Primarily responsible for the maintenance of equipment belonging to the Scout Group.

- Member of the Group Council

Key areas of responsibility:

- To ensure that the equipment of the Scout Group is properly and well maintained.
- To keep a full register of the equipment belonging to the Scout Group.
- To prepare an annual report on the Scout Group equipment to the Group Council AGM.
- To perform other duties as required by the Group Council.

Appointed by: Group Council

Term of Office: One year, eligible for re-appointment.

Accountable to:

- Group Council

Working with:

- Programme Scouters
- Group Leader
- Deputy Group Leader
- Group Council

Personal Profile: Should be able to demonstrate

- Good administrative and organizational skills
- Sound knowledge of how to acquire, care for & maintain equipment
- The ability to work as part of a team
- The willingness to speak their mind & listen to the views of others
- The ability to maintain independent & objective judgment
- The ability to think creatively & solve problems
- The willingness to undertake training for the job

The Job: **Programme Scouter**

Roles & Responsibilities: Primarily responsible for supporting the delivery of Scouting of the highest quality through a specific part of the Youth Programme of Scouting Ireland.

- Member of the leadership team of a Programme Section
- Member of the County Board

Key areas of responsibility:

- As part of a team of Scouters in a Programme Section to plan and prepare for weekly meetings, activities, outings and camps.
- As part of a team of Scouters in a Programme Section to operate and carry out those plans at the meeting or activity.
- To undertake the necessary training provided and required by Scouting Ireland to facilitate the delivery of the Youth Programme to the Youth Members of the Programme Section.
- To be aware of Scouting Ireland's safety guidelines and policies.
- To update the Group membership register with the Group Secretary.
- To attend meetings of the Group Council where the Programme Scouter is one of the three delegates from a Programme Section.
- To attend meetings of the County Board.

Programme Scouters may be called upon to act as Team Lead for a Programme Scouter Team and would have additional duties and responsibilities as outlined below.

Being a **Programme Section Team Lead Scouter (Team Lead Scouter)** is working in a small group at its best. The Team Lead Scouter is someone who encourages, motivates and supports Scouters in the Programme Section. The Team Lead Scouter is a key link to the Youth Members small group representative body and to the Group Leader. The most important aspect of this role is that you understand that you do not have to do all of these tasks yourself. You will co-ordinate Programme Scouters and Youth Members to ensure a high quality, fun and safe environment for the young people on their Scouting journey.

The Team Lead Scouter in each Programme Section is therefore a Programme Scouter with addition of the following duties and responsibilities:

Keeping in touch with the Youth Members and the small group representative body (e.g. Watch/Patrol Leaders Council) to ensure high quality programme

Ensuring:

- Programme Scouters and Youth Members work together to ensure the best possible programme is delivered to Youth Members;
- That a long term (12 month) programme outline is in place;
- That a rolling short term (3 monthly) programme plan is in place, available and running to schedule;
- That planning meetings are taking place, with Programme Scouters and Youth Members working together; and
- The small group representative body (e.g. Watch/Patrol Leaders Council) is working.

Where necessary:

- Liaising with the Group Leader to ensure Programme Scouters are recognised for their achievements. This may include Scouting Ireland Adult Awards.
- Meeting new Youth Member parent(s)/guardian(s) and explaining how the Programme Section works, and helping them to understand what part they need to play to ensure a high quality, fun and safe environment for the young people on their Scouting journey.

Keeping in touch with the Scout Group

Ensuring:

- That Programme Scouters have started their Wood Badge Journey and have met the specified training requirement before working with Youth Members; see Scouting Ireland's Adult Training Standards;
- You keep in touch with the Group Leader on how the Programme Section is going; what is working, what is challenging and what needs improving; see Information Booklet - Working Together for the Team (Mutual Agreement and Review);

- That new Programme Scouters are welcomed and mentored in becoming a Scout first and Scouter second, helping them to find their role in the Programme Section; see Information Booklet - Welcoming Adults to Scouting (Induction);
- You keep in touch with and motivate Programme Scouters; see Information Booklet -Supporting Adult volunteers (Mentoring); and
- That Youth Members from the Programme Section (Scouts, Venture Scouts & Rover Scouts) are present at Group Council. *This should not limit Group Council receiving Beaver Scouts and Cub Scouts for Programme Section updates.*

Where necessary:

- Supporting the Scout Group in recruiting new suitable adults to become Programme Scouters;
- Maintaining the Programme Section waiting list where appropriate or direct enquiries to the relevant person within the Scout Group.

Keeping it safe and sustainable

Ensuring:

- The safety and wellbeing of Youth Members and Programme Scouters for all activities;
- You get the numbers right! Ensure that there are sufficient Programme Scouters to cover Scouting activities;
- The involvement of any adults that are not Scouters is appropriately managed in light of SID 36.05 (Policy for the Involvement of Non-Member Adults on Scouting Activities);
- That Activity Consent Forms (SIF 11/05) are completed for all Youth Members, that Programme Scouters are aware of the contents and the forms are available for activities (taking due regard of the sensitive and private nature of the information contained within);
- You are the custodian of a code of conduct for Youth Members in the Programme Section;
- That attendance and financial records are kept; and
- That there is a meaningful Link System in place with the next Programme Section (and in the case of Rover Scouts, a Departure Programme is in place).

Where necessary:

- Keeping in touch with parents/guardians;
- Arranging for the County Programme Co-ordinator to visit the

Programme Section so that your needs can be addressed;

- Completing documentation and maintaining appropriate records, as required, in relation to the involvement of adults who are not Scouters, as set out in SID 36.05;
- Completing documentation and making appropriate arrangements for overnights and trips abroad in line with:
 - SID 77.11 - Camping and Adventures in the Out of Doors Policy
 - SID 77A.11 - Camping and Adventures in the Out of Doors Guidelines
 - SID 71.10 - Youth Programme Abroad Policy
 - SID 71A.11 - Youth Programme Abroad Guidelines

For example: Working in conjunction with Youth Members in arranging programme, menu, transport, training and any necessary insurance and following other relevant procedures including designating a Scouter-In-Charge and a Home Contact Person.

Nominated by: Group Council

Approved by: Group Leader & County Commissioner

Appointed by: Chief Commissioner (Adult Resources)

Term of Office: No specific term.

Accountable to:

- County Commissioner
- Group Leader
- Deputy Group Leader
- Group Council

Working with:

- Other Programme Scouters within the relevant Programme Section
- Parents of Youth Members
- County Programme Co-ordinator
- Young people and small group representatives (e.g. Watch/Patrol Leaders Council)

Personal Profile: Should be able to demonstrate

- The ability to communicate (verbally and non-verbally) to adults and to young people
- The ability to work with (and possibly to lead) a team of adult volunteers
- The ability to motivate and enthuse others

- The ability to plan, manage and monitor own tasks and time
- An understanding of the challenges of working in the voluntary sector
- Experience of working with young people and/or adult volunteers
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job

The Job: **Group Trainer**

Roles & Responsibilities: To ensure that all Scouters within the Scout Group undertake and complete all aspects of the Woodbadge Scheme plus any other required training for any Appointment or Position within the Group.

- Member of the Group Council
- Member of County Board

Key areas of responsibility:

- To report to the Group Council on all matters relating to Scouter training.
- To liaise with the County Training Co-ordinator on the training needs of Scouters within the Scout Group and act as a conduit for training information from the County Training Co-ordinator to the Scout Group.
- To complete and maintain a complete record on all Scouter training required/undertaken within the Scout Group. These records should be kept up to date and audited at least annually. Non-Woodbadge training should be considered as part of the Training Audit.
- To ensure the training needs of the individual Scouter are constantly under review thereby further ensuring that the needs of the Scout Group and the Scouter are met.
- To devise a structured Group Training Plan annually.
- To advise Scouters on available training and ensure enough notice is given of forthcoming training courses.

Recommended by: Group Leader

Appointed by: Group Council

Term of Office: Holds his/her appointment concurrently with the Group Leader in office at the time of their appointment

Accountable to:

- Group Council

Working with:

- The Group Council
- All Scouters within the Scout Group
- County Training Co-ordinator

Personal Profile: Should be a Woodbadge holder and should be able to demonstrate

- The ability to communicate (verbally and non-verbally) to a wide variety of audiences
- Excellent interpersonal skills
- The ability to plan, manage and monitor own tasks and time
- The ability to motivate & enthuse others
- A sound understanding of the training provided by Scouting Ireland for adult volunteers
- An acceptance of the fundamentals of Scouting
- The willingness to undertake training for the job
- An understanding of adult training requirements and opportunities in Scouting Ireland