



22nd May 2013

Nomination Form for Appointment of Programme Commissioner (Cub Scouts)

Dear Scouter,

A vacancy exists for the position of Programme Commissioner (Cub Scouts) to be filled at the next meeting of the National Management Committee on Sunday 16th June 2013.

Nominations to the National Secretary are receivable by a Group Council, County Management Committee or by any member of the National Management Committee.

I enclose the following for your attention;

- Nomination Form
- Nominees Acceptance Form
- Extract from SID 04.03 – National Appointment Descriptions – Programme Commissioner

Please note that in order for the nomination to be valid it must be accompanied by a signed nominees acceptance form.

The closing date for receipt of nominations is 5pm on Friday 7th June 2013. Nomination forms can be emailed to natsecretary@scouts.ie, faxed to 01-4956301 or posted to National Office.

Candidates must be available to attend the meeting of the National Management Committee in Larch Hill on Sunday 16th June 2013.

Candidates should consider their vision for the role and their team make up as this will be discussed with them at the meeting of the National Management Committee.

If candidates would like to discuss the role in advance, please contact the Chief Commissioner (Youth Programme) – ccyp@scouts.ie

Please bring this to the attention of your Group Council / County Management Committee.

Yours in Scouting

**Seán Farrell
National Secretary**

CC:

Group Leaders
County Commissioners
Programme Commissioners
Training Commissioner
Honorary Vice Presidents
National Management Committee
Scouting Ireland Staff

**PATRON Michael D. Higgins
PRESIDENT OF IRELAND**

**Reg. No. 397094
Charity No. CHY3507**



SCOUTING IRELAND - NOMINATION PAPER

The _____ Scout Group Council,

or

The _____ Scout County Management Committee,

or

I, _____ as a member of the National Management Committee,

(Complete as appropriate)

wish to nominate _____ for the following appointment;

Appointment	Tick as Appropriate
Programme Commissioner (Cub Scouts)	

Signed: _____ Date: _____

Group Secretary/ County Secretary/ National Management Committee *(delete as appropriate)*

Nomination Form, Nominees Acceptance Form and short Biographical Note must be received in National Office by 5pm on Friday 7th June 2013

Members seeking appointment must be available to attend a meeting of the National Management Committee on Sunday 16th June 2016 in Larch Hill

PLEASE NOTE THE NOMINATION MUST BE ACCOMPANIED BY BIOGRAPHICAL NOTES: (Short biographical notes on the nominee)

PLEASE NOTE THAT THIS FORM MAY BE COPIED, IF REQUIRED

Copies available on the Scouting Ireland website

SCOUTING IRELAND – NOMINATION ACCEPTANCE FORM

I, _____

wish to accept the nomination for the following appointment;

Appointment	Tick as Appropriate
Programme Commissioner (Cub Scouts)	

Signed: _____

Date: _____

Nomination Form, Nominees Acceptance Form and short Biographical Note must be received in National Office by 5pm on Friday 7th June 2013

Members seeking appointment must be available to attend a meeting of the National Management Committee on Sunday 16th June 2016 in Larch Hill

PLEASE NOTE THE NOMINATION MUST BE ACCOMPANIED BY BIOGRAPHICAL NOTES: (Short biographical notes on the nominee)

PLEASE NOTE THAT THIS FORM MAY BE COPIED, IF REQUIRED

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SCOUTING IRELAND

APPOINTMENT DESCRIPTION

PROGRAMME COMMISSIONER

There will be the following Programme Commissioners:

1. Programme Commissioner
2. Programme Commissioner (Beaver Scouts)
3. Programme Commissioner (Cub Scouts)
4. Programme Commissioner (Scouts)
5. Programme Commissioner (Venture Scouts)
6. Programme Commissioner (Rover Scouts)
7. Programme Commissioner (Sea Scouting)

The Programme Commissioners collectively are primarily responsible for the development, support and evaluation of the youth programme provided by Scouting Ireland under the auspices of the National Youth Programme Committee (standing committee of the National Management Committee).

The **Programme Commissioners for each Programme Section (5no.)**, together with the individual Programme Teams for that Programme Section, are primarily responsible for developing and maintaining Section specific materials, defining and implementing national activities & centre programme and other programme supports as required to support the youth programme for that Section as well as advising, supporting and guiding the Association in relation to the youth programme as it operates in that Section.

The Programme Commissioner for each section must have in place a Programme Team representative of the Association and it's many traditions, cultures and geographic considerations in order to carry out the specific functions of the Programme Team as outlined (and limited to) for that specific Programme Section.

The **Programme Commissioner (Sea Scouting)**, together with the Programme Team, is primarily responsible for developing and maintaining specific materials, defining and implementing national activities & centre programme and other programme supports as required to support Sea Scouting and the Nautical Symbolic Framework throughout all Programme Sections in partnership with the Programme Commissioners for each Programme Section.

The Programme Commissioner (Sea Scouting) must appoint one dedicated member of the Programme Team to each of the five Section Programme Teams in order to assist in the development and support of Sea Scouting and the Nautical Symbolic Framework in that Section; as well as having a Programme Team representative of the Association and it's many traditions, cultures and geographic considerations in order to carry out the specific functions of the Programme Team as outlined (and not limited to) below.

The **Programme Commissioner, with responsibility for Youth Programme Project Management & Coordination**, together with the Programme Team, is primarily responsible for assisting the Chief Commissioner (Youth Programme) with (and not limited to) the following:

- supporting the administration of all national activities organised through the Programme Teams and coordination of those events which are shared between programme sections. The publication of an annual national activities calendar to the Association.
- supporting the coordination of the Adventure Skills and specific materials required across all Programme Sections; and to assist in implementing a structure as to how best to implement and support them in line with the Scout Method.

- supporting the coordination of the Chief Scout Award and specific materials required across all Programme Sections; and to assist in implementing a structure as to how best to implement and support them in line with the Scout Method.
- supporting the implementation and coordination of appropriate programme material in consultation with the other Programme Commissioners so as to direct and assist the Camp Chief's of the National Campsites / Scout Centres as to how best implement the Youth Programme of the Association.
- together with the Programme Teams is responsible for ensuring that the Youth Programme of Scouting Ireland is implemented in a holistic manner ensuring that the contents of same are supported and executed with the highest standards, keeping in mind at all times the needs and aspirations of the Youth Members.
- employing a progress reporting system for the Provincial Youth Programme Representatives with respect to Youth Programme implementation & coordination, collating same and developing solutions / actions for the National Youth Programme Committee to consider.
- identifying as required in consultation with the Chief Commissioner (Youth Programme) areas of special interest / concern in relation to the support, development and implementation of the Youth Programme of the Association, which need to be supported by specific project based teams on an assessment of needs basis. These team leads shall form the Programme Commissioner's Programme Team.

Term of Office

A Programme Commissioner is appointed by the National Management Committee and holds office concurrently with the Chief Commissioner (Youth Programme).

The Appointment of Programme Commissioner by the National Management Committee will be subject to a *mutual agreement* in line with SID 96/13 World – Adults in Scouting Policy being established at the outset by the Chief Commissioner (Youth Programme). This mutual agreement shall be reviewed formally on a 12 monthly basis by the Chief Commissioner (Youth Programme) for and on behalf of the National Management Committee.

Roles

- Member of the National Council.
- Member of the National Youth Programme Committee.
- Member of the Programme Team.

Key areas of responsibility

- To carry out the responsibilities as outlined in the Appointment description in line with the Scout Method.
- To manage and co-ordinate the work of the Programme Team.
- To support the implementation and development of the policies and procedures of the Association.
- To take on any other duties as directed by the National Management Committee through the National Youth Programme Committee.

Working with

- National Youth Programme Committee.
- Chief Commissioner (Youth Programme)
- Programme Team
- Training Team

Accountable to

- Chief Commissioner (Youth Programme)
- National Management Committee
- National Youth Programme Committee

Time commitment

The time required can be hard to quantify, but it is in line with a senior management position. Formal meetings need to be attended on a regular basis. Meetings of the National Council (usually once per year), National Youth Programme Committee (approximately 5 or 6 per year) and Programme Team (as required) must be attended. Other meetings which may arise from time to time. Time is also required for matters which arise and must be attended to in between meetings and in preparation for meetings and time is required for the discharge of the duties associated with the Appointment.

Qualifications

- Membership of the Association in accordance with the Rules.
- Customised Training
- Full knowledge and understanding of the aims and policies of the Association
- To demonstrate an ability to discharge the specific areas of responsibility associated with the Appointment.

The functions of the Programme Teams

Programme Section (5no.)

- Advising the Programme Commissioner on the most appropriate application of the youth programme for that Section.
- Developing, in conjunction with the Programme Commissioner, suitable materials to enable young people and adults to implement the youth programme for that Section.
- Providing advice, support and guidance to Provincial Youth Programme Representatives, County Programme Coordinators and Programme Scouters in their implementation of the youth programme for that Section.
- Providing advice, support and guidance to Youth Membership for that Section in the implementation of their youth programme.
- Setting out the elements of the youth programme to the Training Commissioner for the development of Adult Scouter training courses to aid in the delivery of the youth programme for that section.
- Providing advice, support and guidance to the Training Commissioner about appropriate training for Adult Scouters who will implement youth programme in that Section.
- The development and implementation of national activity and centre programme to aid the delivery of the youth programme for that section.
- Produce a schedule of national activities and centre programme annually to the National Youth Programme Committee for approval, to include a statement of intended outcomes for each event.
- Define and implement national activities as per the approved National Youth Programme Committee Schedule; and define and support centre programme projects / activities in consultation with the Camp Chiefs of the National Campsites / Scout Centres (or their delegate).
- Review the outcomes of each national activity and centre programme project as they occur and report to the National Youth Programme Committee, this should take the form of a written report as well as verbal input.
- Publication of articles / e-learning supports on a monthly basis in the online magazine of the Association to aid the delivery of the youth programme for that section.

- Any other functions as set out from time to time by the NYPC.

Sea Scouting

- Advising the Section Programme Commissioners on the most appropriate application of Sea Scouting and / or the Nautical Symbolic Framework in the youth programme specific to each Section.
- Advising and supporting the Adventure Skills panel leads on the most appropriate application and technical aspects of the 3 aquatic based Adventure Skills.
- Advising the National Youth Programme Committee on the most appropriate application and technical aspects of all other maritime based skills, requirements and facilities.
- Act as the contact / liaising body of Scouting Ireland with external maritime bodies on behalf of the National Youth Programme Committee, reporting all discussions / developments via the Programme Commissioner (Sea Scouting) to the National Youth Programme Committee.
- Developing, in conjunction with the Section Programme Commissioner, suitable materials to enable Youth Members and Adult Scouters to implement Sea Scouting and / or the Nautical Symbolic Framework in the youth programme specific to each Section.
- Setting out the elements of the youth programme to the Training Commissioner for the development / facilitation of Adult Scouter training courses to aid in the delivery of Sea Scouting programme and the Nautical Symbolic Framework across all Sections.
- Providing advice, support and guidance to the Training Commissioner about appropriate training for Adult Scouters who will implement the Sea Scouting Programme and the Nautical Symbolic Framework across the sections.
- The development and implementation of national activity and centre programme to aid the delivery of the youth programme for that section.
- Produce a schedule of national activities and centre programme annually to the National Youth Programme Committee for approval, to include a statement of intended outcomes for each event.
- Define and implement national activities as per the approved National Youth Programme Committee Schedule; and define and support centre programme projects / activities in consultation with the Camp Chiefs of the National Campsites / Scout Centres (or their delegate).
- Review the outcomes of each national activity and centre programme project as they occur and report to the National Youth Programme Committee, this should take the form of a written report as well as verbal input.
- Publication of articles / e-learning supports on a monthly basis in the online magazine of the Association to aid the delivery of Sea Scouting and / or the Nautical Symbolic Framework across all Programme Sections.
- Any other functions as set out from time to time by the NYPC.