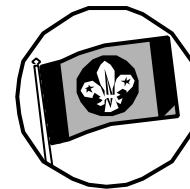


2.21 The Role of the Assistant District Commissioner(Scout Fellowship)



When does a District need an ADC(SF)?

Not every Scout District will have - or need - an ADC(SF).

In a District where there is only a single District based Scout Fellowship and there are no Group based Scout Fellowships, the role of the ADC(SF) can be fulfilled by the Chairman (or 'Leader') of the District Scout Fellowship (see factsheet 'The Chairman of the Scout Fellowship')

When there is more than one Scout Fellowship, it is recommended that an ADC(SF) is appointed to fulfil the duties outlined below.

Responsibilities of an ADC(SF)

Assisting the District Commissioner in ensuring the operation of an effective Scout Fellowship in the District.

One of the key roles of the ADC(SF) is ensuring that the Scout Fellowship is operating effectively in the District. Once the District Commissioner and the Scout Fellowship have agreed an overall Remit, (see factsheet 'Agreeing a Remit for a Scout Fellowship') the ADC(SF) should be responsible for ensuring that this is properly fulfilled on an on-going basis.

This may include the following parts of the remit process;

- Identifying which Scout Fellowships can best fulfil which part of the overall District Remit,(where there is more than one District Scout Fellowship)
- Agreeing individual remits with individual District Scout Fellowships on behalf of the DC
- Identifying areas of the overall District Remit which are not being fulfilled, and produce and implement development plans to ensure their fulfilment. This may either be by extending the skills and/or widening the membership of existing District Scout Fellowships (with their agreement) or by starting new District Scout Fellowship(s).

Note: Where the District Commissioner chooses to delegate some or all of these responsibilities the DC is still primarily responsible for ensuring that these duties are properly and effectively fulfilled. This is especially the case with regard to matters of child protection, financial accounting and Adventurous Activities (see factsheets 'The Role of the GSL or responsible Commissioner', 'Running a Scout Fellowship' and 'Scout Fellowship Finances').

Also note that the DC or the ADC(SF) is not involved in agreeing the Remit of Group based Scout Fellowships in the District. This is the role of the individual Group's GSL who is responsible for their own Group based Scout Fellowship.

Acting as an effective communications channel between the Scout Fellowships in the District and other parties outside of the District, especially the AAC/ACC(SF)

It is important that all information coming down the traditional 'cascade' communications channel from National Headquarters, Regional and Area/County levels is quickly passed on to all of the Scout Fellowships in the District. This will also include all Group based Scout Fellowships. It is recommended that an up-to-date list of contacts be maintained at the District level, listing contacts for every Scout Fellowship in the locality (Group and District). This will allow Scout Fellowships within the District to communicate with each other more effectively and makes it easier for the Area/County Scout Fellowship database to be maintained and updated, thereby facilitating direct communications from the Area/County and National HQ.

The ADC(SF) can also make this channel more effective by directly accessing other sources of information and making this available without waiting for distribution by more traditional channels. Such sources of information include Scouting Magazine, the Scout Fellowship pages on Scoutbase UK (the Scout Associations official website) and the Scout Fellowship National HQ electronic mailing list.

This also includes the responsibility for acting as an effective channel of communications in the other direction, collating information from the various Scout Fellowships in the District and feeding this back to Area/County, Regional and National level as required.

The ADC(SF) should also be a common point of contact for external organisations who may request the support of the Scout Fellowship in helping the wider community. It is, however, recommended that the ADC(SF) checks with the individual Scout Fellowships, the DC and any GSLs concerned before agreeing to provide any significant support outside of Scouting.

Co-ordinating the work of the Scout Fellowship in the District

There will be occasions where individual District Scout Fellowships need to work effectively together in order to support the District. This may be in providing on-going Active Support to all Groups, training sections or to major annual or one-off events in the District.

To help co-ordinate this the ADC(SF) should ensure that regular meetings of the Scout Fellowship in the District take place. Representatives from all Groups/Districts should attend. This meeting should be chaired by the ADC(SF) and it will be useful if a member of the Scout Fellowship also acts as Secretary for this body (see factsheet 'Running a Scout Fellowship Business Meeting').

The frequency of such meetings will depend upon the needs of the District. The timing should be set in order to best co-ordinate the distribution of information from corresponding Area/County meetings. In most Scout Districts 3 or 4 meetings a year will be adequate.

Representing the Scout Fellowship in the District and the Area/County

There will be times where the Scout Fellowship needs to be represented within the District and the Area/County. Unless it is acceptable for each individual Scout Fellowship in the District to send a representative, this representation should be provided by the ADC(SF).

This includes attendance at all District meetings where the support of the Scout Fellowship(s) is likely to be requested, or where an offer of help may be made on behalf of the Scout Fellowship(s).

This may include meetings such as the District Executive meeting, the District GSL's meeting, the District Section Leaders Meetings, District Camp sub-committee meetings, District Gang Show sub-committee meetings and so on. Where it is impractical for the ADC(SF) to attend every such meeting a responsible deputy should be used, either on a regular basis or to cover occasional absences (see factsheet 'Acting as a Liaison for Your Scout Fellowship')

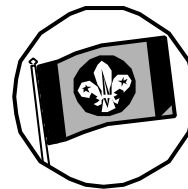
It is the responsibility of the District Commissioner to ensure that the Scout Fellowship is represented at all such meetings. If there is no automatic right of attendance the DC should ensure attendance by making appropriate nominations to various committees (see factsheet "The Role of the GSL or responsible Commissioner)

The Job Description for the ADC(SF)

The remainder of this factsheet sets out a typical Job Description for an ADC(SF). It is the responsibility of the District Commissioner to draw up a specific Job Description and the following notes are provided for guidance.

These should be used as the basis for a Job Description which includes suitable local requirements and which may also set specific goals and objectives

Job Description – Assistant District Commissioner (Scout Fellowship)



1. Job Title

Assistant District Commissioner (Scout Fellowship) – abbreviated to ADC(SF)

2. Responsible to

District Commissioner

3. Job Summary

- To assist the District Commissioner establish, develop and support an effective Scout Fellowship structure in the District (including Group based Scout Fellowships)
- To provide leadership in the promotion and management of the Scout Fellowship

4. Mandatory Job Requirements

Where delegated by the District Commissioner, the ADC(SF) has the responsibility to;

- Ensure that all members of the Scout Fellowship understand the Scout Association's policy on Child Protection, and that Confidential Enquiries are completed where appropriate (see factsheet "Running a Scout Fellowship - Working with Young People")
- Ensure that proper accounts are kept by the Scout Fellowship (see factsheet "Scout Fellowship Finance")
- Ensure that all Scout Fellowship activities comply with the requirements of the Policy, Organisation and Rules of the Scout Association (see factsheet "Running a Scout Fellowship – Adventurous Activities")
- Ensure that the Chairman of the Scout Fellowship(s) is included in routine communications on matters of Child Protection, finance and Activity rules

5. Recommended Job Requirements

Working with the District Commissioner and the District Team, the ADC(SF) has the responsibility to identify aspects of the District development plan which can be appropriately fulfilled by effective use of a Scout Fellowship or Scout Fellowships

Once this is complete, and where delegated to by the District Commissioner, the ADC(SF) also has the following responsibilities;

- To review and renew the remit of District Scout Fellowships, ensuring that the needs of District Scouting are fully met (see factsheet "Agreeing a Remit for your Scout Fellowship")
- Identify appropriate areas where District Scouting needs are not being met by existing District Scout Fellowships, and set up additional District Scout Fellowships to meet such needs (see factsheet "Agreeing a Remit for your Scout Fellowship")
- Approve the selection (or appoint) a Chairman for each District Scout Fellowship (see factsheet "The Chairman of the Scout Fellowship")

The ADC(SF) is also responsible for;

- Acting as an effective communications channel between all Scout Fellowships in the District (including Group based Scout Fellowships) and the wider Scout Fellowship at Area/County, Regional and National level.
- Holding regular meetings of the Scout Fellowship in the District, including chairing such meetings.
- Representing the Scout Fellowship within the District and at Area/County, Regional and National level where required (or arranging a suitable deputy where appropriate).

6. Other Main Activities

- Where appropriate, encourage and facilitate attendance of a representative of the Scout Fellowship at all Group, and District meetings (see factsheet "Acting as a Liaison for your Scout Fellowship")
- Encourage the effective use of the Scout Fellowship by all Sections of Scouting within the District
- Where appropriate, promote membership of the Scout Fellowship to, for example,; adults who do not wish to become leaders or helpers, parents of young people in the Movement: supporters: spouses of leaders: helpers: retired leaders: and any others for whom the Scout Fellowship could be a route of giving more support for Scouting at a local level.

Note: Other requirements and activities may be added by the District Commissioner, in order to meet the needs of local Scouting.

Providing Active Support

The primary role of the Scout Fellowship is to provide 'Active Support' to Scouting. Whilst there is no definition of the minimum level of 'Active Support', each individual member and each Scout Fellowship is expected to support Scouting in line with their remit, and within the boundaries of individual abilities.

Those no longer willing or able to provide 'Active Support' are encouraged to join 'Friends of Scouting UK', enabling them to maintain social contacts and keep up to date with Scouting.