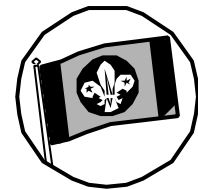


## 2.22 The Role of the Assistant Area Commissioner/Assistant County Commissioner (Scout Fellowship)



When does a Area/County need an AAC/ACC(SF)?

Not every Scout Area/County will have - or need - an AAC/ACC (SF).

In an Area/County where there is only a single Area/County based Scout Fellowship and there are no District or Group based Scout Fellowships, the role of the AAC/ACC (SF) can be fulfilled by the Chairman (or other 'Leader') of the Area/County Scout Fellowship (see factsheet 'The Chairman of the Scout Fellowship'). If the Area/County does not have any Scout Fellowships, then it is a good idea to appoint an AAC/ACC (SF) to assist in setting up a Fellowship to meet local support needs

It is therefore recommended that an AAC/ACC (SF) is appointed to fulfil the duties outlined below:

Assisting the Area/County Commissioner in ensuring the operation of an effective Scout Fellowship in the Area/County.

One of the AAC/ACC (SF) key roles is to ensure that the Scout Fellowship is operating effectively in the Area/County. Once the AC/CC and the Scout Fellowship have agreed an overall Remit, (see factsheet 'Agreeing the Remit for a Scout Fellowship') the AAC/ACC (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 Area/County Remit, (where there is more than one Area/County Scout Fellowship)
- Agreeing individual remits with individual Area/County Scout Fellowships on behalf of the AC/CC
- Identifying areas of the overall Area/County Remit which are not being fulfilled, and produce and implement development plans. This may either be by extending the skills and/or widening the membership of existing Area/County Scout Fellowships (with their agreement) or by starting new Area/County Scout Fellowship(s).

Note: Where the AC/CC chooses to delegate some or all of these responsibilities, they are 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, finance 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 AC/CC or the AAC/ACC (SF) is not involved in agreeing the Remit of District or Group based Scout Fellowships in the Area/County. This is the role of the individual DCs, ADCs (SF) and GSLs who are responsible for their own District and Group based Scout Fellowships.

Acting as an effective communications channel between the Scout Fellowships in the Area/County with Regional and National Scout Fellowship contacts and the wider Scouting Community

It is important that all information coming up the traditional 'cascade' communications channel from National Headquarters and Regional level is quickly passed on to all of the Scout Fellowships in the Area/County. Where appropriate, this includes direct communications with all Group and District based

Scout Fellowships as well as any Area/County based Scout Fellowships. Where time is of the essence, the AAC/ACC(SF) should not rely solely upon the ADCs(SF) to distribute information, but should contact all Scout Fellowships directly. It is therefore recommended that an up-to-date list of contacts is maintained at the Area/County level, listing contacts for every Scout Fellowship within the Area/County. This will also allow Scout Fellowships to communicate with each other more effectively and will make it easier for the National Scout Fellowship database to be maintained and updated, thereby facilitating direct communications from National HQ.

The AAC/ACC(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 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 Area/County and feeding this back to Regional and National level as required.

The AAC/ACC(SF) should also be a 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 AAC/ACC(SF) checks with the individual Scout Fellowships, the AC/CC and any DCs or GSLs concerned before agreeing to provide any significant support outside of Scouting.

### Co-ordinating the work of the Scout Fellowship in the Area/County

There will be occasions where individual Scout Fellowships need to work effectively together in order to support the Area/County. This may be in providing on-going Active Support to Groups, youth Sections or for major annual or one-off events in the Area/County.

To help co-ordinate this, the AAC/ACC(SF) should ensure that regular meetings of the Scout Fellowship in the Area/County take place. Representatives from all Area/County and District Scout Fellowships should attend, and where practical in terms of numbers, it is recommended that members of Group Scout Fellowships are also invited in order to improve networking in the Area/County. This meeting should be chaired by the AAC/ACC(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 Area/County. The timing should be set in order to best co-ordinate the distribution of information from corresponding Regional and National meetings. In most Scout Areas/Counties, two to four meetings a year will be adequate.

### Representing the Scout Fellowship in the County and the Region

There will be times where the Scout Fellowship needs to be represented within the Area/County. It is unusual for each individual Scout Fellowship in the Area/County to send a representative, so representation should usually be provided by the ADC(SF).

This includes attendance at all Area/County 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 Executive meeting, the DC's meeting, Section Leaders meetings, Camp sub-committee meetings, Gang Show sub-committee meetings and so on. Where it is not possible for the AAC/ACC(SF) to attend a meeting, a deputy such as an ADC(SF) should be used, either on a regular basis or to cover occasional absences (see factsheet 'Acting as a Liaison for Your Scout Fellowship')

This will also include attendance at Regional meetings of the Scout Fellowship, in order to build up useful contact networks and help co-ordinate the work of the Scout Fellowship at Regional, National or even large Area/County events.

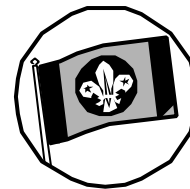
It is the responsibility of the AC/CC to ensure that the Scout Fellowship is represented at all such meetings. If there is no automatic right of attendance the DC should ensure attendance by making appropriate nominations to various Committees (see factsheet 'The Role of the GSL or responsible Commissioner').

### The Job Description for the AAC/ACC(SF)

The remainder of this factsheet sets out a typical Job Description for an AAC/ACC(SF). It is the responsibility of the AC/CC 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 Area/County Commissioner (Scout Fellowship)



## 1. Job Title

Assistant Area Commissioner (Scout Fellowship) – abbreviated to AAC(SF)

Assistant County Commissioner (Scout Fellowship) – abbreviated to ACC(SF)

## 2. Responsible to (as appropriate)

Area Commissioner

County Commissioner

## 3. Job Summary

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

## 4. Mandatory Job Requirements

Where delegated by the Area/County Commissioner, the AAC/ACC(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 Finances")
- 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 in conjunction with the AC/CC and the Area/County Team, the AAC/ACC(SF) has the responsibility to identify aspects of the Area/County development plan which can be appropriately fulfilled by effective use of a Scout Fellowship or Scout Fellowships.

Once this stage is complete, and where delegated to by the AC/CC, the AAC/ACC(SF) also has the following responsibilities;

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

The AAC/ACC (SF) is also responsible for;

- Acting as an effective communications channel between all Scout Fellowships in the Area/County (including District and Group Scout Fellowships) and the Scout Fellowship at Regional and National level.
- Holding regular meetings of the Scout Fellowship in the Area/County, including chairing such meetings.
- Representing the Scout Fellowship within the Area/County, and at 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 Area/County 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 Area/County.
- 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 to Scouting at a local level.

Note: Other requirements and activities may be added by the Area/County 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.