

July 2009

Appointments Secretary+

Introduction

Welcome to the second issue of Appointments Secretary+ - the communication aimed at keeping you informed of issues that affect you and at sharing good practice across the Country.

This communication is sent to all Appointments Secretaries recorded in the role on www.scouts.org.uk – please feel free to pass it on to anyone else you feel would find it helpful. You can also download this issue, as well as past issues, at <http://scoutbase.org.uk/support/resources/>.

Appointment Process Update

We are now over nine months into the twelve month transition period for Counties/Areas/Regions and Districts to switch over to the new appointment process.

From updates that we have received so far, we know that over 40% of you have now fully implemented the new process.

How can we help?

If you are currently mid-way through implementing the new process and need some further support in using the system or understanding your role in the process, please feel free to give a member of the team a call or drop us an e-mail (contact details below).

If, as a County/Area/Region you would like a member of the team to visit you and deliver some training on how to use the online tools at www.scouts.org.uk, please speak to your County/Area Training Manager or Assistant Regional Commissioner (Adult Training)

in Scotland to find out if anything is available locally. If not, we would be happy to come and support these events over the next few months. If you are interested, please raise this with the most relevant person locally to arrange it on behalf of the Appointments Secretaries in the area.

Pre-Provisional

Over the past few weeks, we have received a number of queries regarding the adding of roles or of new Members using the new appointment process.

To clarify, when using the new appointment process all appointments need to start out as **pre**-provisional. This is to ensure that the new process is carried out correctly. Members now need to complete all relevant checks and approvals before the appointment will move to provisional.

Appointment Certificates

Over the past few months, we have received a small amount of feedback about the frequency of receiving appointment certificates.

Currently, the appointment cards and certificates are sent out monthly. The data is always extracted from the system on the third Monday of every month to ensure that they reach you at the end of the month. Any record that has been made “full” before this date will be sent a new appointment card and certificate.

We would like your views on whether we should increase the issue of certificates to twice a month or whether we should leave it as monthly. To let us know your thoughts, e-mail us at appointments.membership@scout.org.uk.



Occasional Helper Forms

Over the past few months, you will probably have noticed that a new form has been created to enable you to record all those involved in supporting Scouting locally. The Occasional Helper (OH) Form should be completed by anyone who helps out with Scouting and needs to complete a Criminal Record check form, but is not completing an AA Form.

This means that every Criminal Record check form that is completed should be accompanied by an AA Form or an OH Form. The forms are available free of charge from the Scout Information Centre.

You can find more information about who is required to complete a Criminal Records check in Factsheet FS321004 *Criminal Record Checks*. The factsheet can be downloaded from

<http://scoutbase.org.uk/library/hqdocs/facts/>.

Frequently asked questions

Over the past couple of weeks, we have had a number of questions about start dates and end dates when using the system...

Why does the role not seem to end when I put a cancellation date in?

If you wish to end a role on the date that you are currently on (e.g. if the date was 01.09.09 and you entered this end date onto an appointment) the role will still show as “active” until the end of that day. If you look at the appointment the next day, you will see that it shows as inactive.

Why can I not edit roles if the start date is in the future?

If you wish to enter a future start date of a role (e.g. 01.12.09), that role will show on the screen but will have a red circle next to it, rather than a green one.

This is because the role is seen as “inactive” until the date that the role starts.

We have requested a change to the system so that in the future, you will be able to edit roles with future start dates, but in the meantime, please bear this in mind when adding new roles online.

Saving you postage

As more and more of you are starting to use the online system to add and cancel roles, we thought it would be useful to remind you that if you:

- add a provisional appointment online using Section B of the pink AA form (current appointment process); or
- cancel an appointment online for a satisfactory reason

then we do not need these forms to be sent in to us.

We will need Section C of the pink AA form to make the appointments ‘full’ and we do need the Cancellation/Suspension form if the role is being cancelled for an unsatisfactory reason.

We hope that this information will save you a small amount of postage!

Role Sharing

Tracey Leader, an Appointments Secretary in Warwickshire, tells us about how her District has managed the move to the new appointment process by splitting the role of the Appointments Secretary.

‘Warwickshire was one of the Counties piloting the new appointment process in 2007. Sheila, the then Appointments Secretary, recognised that although there were still a number of responsibilities that she still wanted to undertake, not having access to a



computer meant that she was unable to carry out the role in it's entirety.

To support her, I was recruited into the role to carry out the functions of adding people to the database and moving them through the appointment process online.

I was added to the system as the Appointments Secretary and Sheila became a District Administrator.

Sheila still checks that the forms have been completed correctly, arranges the meetings with the Appointments Advisory Committee and sends for references. She is also the 'District Appointment Certificate Recipient' on the database, which means that she gets sent the certificates each month and distributes them to the relevant people in the District to present.

Our experience of role sharing is that it can work, but it is very much dependant on good communication skills.

Sheila and I have to ensure that the relevant information is passed on so that it can be inputted into the system at the appropriate time.

I've found that the online tools are generally easy to use (although there is always room for improvement!) and if there was one piece of advice I would give to people it would be 'Don't panic!'. There is always someone within Headquarters at the end of the phone or an e-mail who can help IF you make a mistake...anything that you do on the system can be undone!

If you have some good practice that you would like to share with other Appointments Secretaries, please get in touch with us at

appointments.membership@scout.org.uk.

Gilwell Reunion

It's that time of year again when adults in Scouting have the opportunity to come together for a weekend of fun at Gilwell Park.

This year, Gilwell Reunion runs from Friday 4th September to Sunday 6th September.

Members of the Appointments & Membership Team will be around for most of the weekend, helping with the newspaper, giving tours of Gilwell, delivering workshops and working behind the bar in the Lid.

On Sunday morning, we will be offering a workshop for Appointments Secretaries focusing on using the online tools at www.scouts.org.uk to administer the new appointment process.

If you are interested in signing up to this workshop, you can do this on the Saturday morning once you have arrived.

You can find out more about Gilwell Reunion at <http://www.scouts.org.uk/reunion>. We look forward to seeing you there!

Changes to the team

Sadly, we will be saying goodbye to Alan Benstead on Friday 7th August. Alan has worked for the Association for seven years, first as a Print & Dispatch Co-ordinator in 2002, and then as a Records Assistant from 2003. In 2008, Alan became an Appointments & Membership Adviser as part of a national restructure, which saw the change from Leader Records to the Appointments & Membership Team.

Over the years, Alan has seen the implementation of a new adult training scheme, a new adult appointment process and an online database giving local access to our national records. Most importantly, however, Alan has been dedicated to supporting the Movement throughout these changes, and has developed many close friendships with those he supports on a day to day basis.



Alan plans to move to Eastbourne (where he is thinking about joining the Scout Fellowship) and although he will be sorely missed, we're sure that you will join us in wishing him all the best for the future.

A team to support you

If you have any questions about any of the items mentioned in this Appointments Secretary+, please contact a member of the team at appointments.membership@scout.org.uk.

Please also get in touch if you have any feedback about this communication, or any suggestions about what you would like to see in future issues.

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