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The Appointments sub-Committee

This chapter should be read in conjunction with *Policy, Organisation and Rules*. (POR should always be your primary point of reference). The rules relating to Appointments sub-Committee within the *Policy, Organisation and Rules* of The Scout Association are as follows:

The District Appointments sub-Committee

The District Appointments sub-Committee is a mandatory sub-Committee of the District Executive Committee. The responsibilities of the District Appointments sub-Committee are:

- to interview and satisfy themselves as to the suitability of applicants for appointment as Assistant District Commissioners; District Explorer Scout Commissioners; District Scouters; Group Scouters; Section Leaders; Section Assistants; Skills Instructors; Group and District Administrators and those seeking Adventurous Activity Authorisations who do not hold a Warrant or Appointment elsewhere in the Movement
- to consider applications for changes in appointments in Groups or in the District
- with the District Commissioner, to review appropriate Warrants, Certificates of Appointment and Adventurous Activity Authorisations
- following the suspension of an adult within the District, to recommend continuation of suspension, re-instatement, or modification or cancellation of appointment
- to support the District Commissioner in the resolution of disagreements.

In addition to the functions listed above, the District Appointments sub-Committee must consider, jointly with the District Commissioner, the report of any arbitrator appointed by the County Commissioner in situations of dispute.

Any recommendation to cancel an adult's Warrant must be agreed with the District Commissioner and a report submitted to Headquarters. In the case of agreement not being reached, the District Executive Committee must consider the matter. If the District Commissioner does not agree with that Committee's decision, the matter must be referred to the County Commissioner, whose decision must be accepted as final by all parties.

The District Executive Committee may appoint an Assistant District Secretary to be the Secretary of the District Appointments sub-Committee if it sees fit.

District Appointments sub-Committee membership

Like all sub-Committees of the District Executive Committee, the District

Commissioner and the District Chairman are *ex officio* members. The District Chairman may be the Chairman of the District Appointments sub-Committee. The District Executive Committee appoints the remaining members which may include people from inside and outside Scouting. In some cases it may be appropriate to invite the Local Training Manager, (depending on your local training structure).

Whilst the District Commissioner is an *ex-officio* member of the Appointments sub-Committee they would not normally attend Appointment sub-Committee meetings because they need to be independently satisfied that the applicant is suitable for a particular appointment.

The County Appointments sub-Committee

The County Appointments sub-Committee is a mandatory sub-Committee of the County Executive Committee. The responsibilities of the County Appointments sub-Committee are:

- to interview and satisfy themselves as to the suitability of applicants for appointment as District Commissioners; Deputy District Commissioners; Assistant County Commissioners; County Training Managers; Local Training Managers; Training Advisers; County Scout Network Commissioners; County Scouters; County Skills Instructors; County Advisers and Assessors; County Administrators and those seeking Adventurous Activity Authorisations who do not hold a Warrant or Appointment elsewhere in the Movement
- to consider applications for changes in Appointments in the County
- with the County Commissioner to review appropriate Warrants, Certificates of Appointment and Adventurous Activity Authorisations
- following the suspension of an adult within the County, to recommend continuation of suspension, re-instatement, modification or cancellation of Appointment
- to support the County Commissioner in the resolution of disagreements.

In addition to the functions listed above, the County Appointments sub-Committee must consider, jointly with the County Commissioner, the report of any arbitrator appointed by the Chief Commissioner in situations of dispute.

Any recommendation to cancel a Warrant must be agreed with the County Commissioner and a report submitted to Headquarters. In the event of agreement not being reached, the County Executive Committee must consider the matter. If the County Commissioner does not agree with that Committee's decision, the matter must be referred to the Chief Commissioner, whose decision must be accepted as final by all parties.

The County Executive Committee may appoint an Assistant County Secretary to be the Secretary of the County Appointments sub-Committee if it sees fit.


County Appointments sub-Committee membership

Like all sub-Committees of the County Executive Committee, the County Commissioner and the County Chairman are *ex officio* members. The County Chairman may be the Chairman of the County Appointments sub-Committee. The County Executive Committee appoints the remaining members. The District Executive Committee appoints the remaining members which may include people both from inside and outside Scouting. In some cases it may be appropriate to invite the County Training Manager, (depending on your local training structure).

Whilst the County Commissioner is formally an *ex-officio* member of the Appointments sub-Committee they would not normally attend sub-Committee meetings because they need to be independently satisfied that the applicant is suitable for a particular Appointment.

The membership of the Appointments sub-Committee

As Scouting is open equally to both men and women, it is important that the membership of the Appointments sub-Committee reflects the local community and is balanced by age, gender, culture and faith. It is advisable to include one or two people from within the community who may not be otherwise connected with the Movement. Ideally, these individuals have particular knowledge of youth and community work, personnel, human resources or interviewing skills gained from their place of work.



The Appointments sub-Committee should be balanced and reflect the local community.

As the Appointments sub-Committee also supports the Commissioner in matters regarding suspension of membership and the resolution of disagreements, the balance within the Committee of those who have significant Scouting experience and those with expertise in dealing with people in the wider community is very important. Membership of the Appointments sub-Committee should be sufficiently large to enable it to call together enough members (normally two or three, plus the Chairman and Secretary) at relatively short notice. For example, a committee may have 10 members with one Chair and one Secretary, and eight others that can be called on throughout the County or District. However, not all members of the Appointments sub-Committee are needed every time.

Members of this sub-Committee will need to be briefed. The Chairman of the sub-Committee could do this. New members could be given a copy of this book or carry out some of the available learning. This will enable them to gain an understanding of their role in the Appointment process and to get an idea of the Association's Aim and Purpose.