

POR: The Appointment Process and

CONTENTS

1.1	Appointments:.....	2
1.2	Roles:.....	2
1.3	Other Terms	3
2.	The Appointment Process Overview.....	3
3.	The Appointments Advisory Committee.....	4
3.1	Appointing the Appointments Advisory Committee.....	
3.2	Training Requirements for Appointments Advisory Committee Members	5
3.3	Duties of the Appointments Advisory Committee.....	5
3.4	The Appointment Interview.....	5
4.	Making Appointments.....	6
4.1	Personal Enquiry	6
4.2	Age Limits.....	6
4.3	Membership of the Movement.....	6
4.4	The Procedure for Making Appointments.....	6
4.4.1	Elected and Nominated Trustees, Presidents, Deputy Presidents and Vice Presidents.....	6
4.4.2	Co-opted Trustees, Advisers, Assessors and Administrators	7
4.4.3	Scout Active Support Members, Fellowship Chairmen, Fellowship Treasurers and Fellowship Secretaries	8
4.4.4	All Other Appointments.....	8
4.5	Provisional Appointments	10
4.6	Full Appointments.....	10
4.7	Presenting the Certificate of Full Appointment.....	10
4.8	Induction	10
4.9	Training.....	10
5.	Reviewing Appointments.....	11

1. Definitions

1.1 Appointments:

Provisional Appointment	An adult role in Scouting for which the holder is in the process validation as stipulated by the Minor's Act.
Appointment	An adult role in Scouting which requires the adult appointment process as laid out in this document to be followed.
Full Appointment	An adult role in Scouting for which the holder has satisfactorily completed the adult appointment process and gained the Woodbadge Status.
Warrant	The Leader must have held an Appointment for at least ONE year and shown keenness and aptitude in his work as a Leader, in that particular Section. The Leader must have attended and qualified at a Leaders' Advanced Wood Badge Training Course.

1.2 Roles:

National Roles:

Table1: National Scout Council	Appointment
Chief Scout	
Deputy Chief Scout	
Secretary of the Council	
Council Members	

Table 2: National Commissioners	
Chief Commissioner	
Deputy Chief Commissioner	
Commissioner for Training and Programme	
Assistant Commissioners for Training and Programme - Beaver Scouts	
Assistant Commissioners for Training and Programme - Cub Scouts	
Assistant Commissioners for Training and Programme - Scouts	
Assistant Commissioners for Training and Programme - Venture Scouts	
Assistant Commissioners for Training and Programme - Rover Scouts	
Assistant Commissioners for Training and Programme - Training Advisors	
Assistant Commissioners for Training and Programme - Courses	
International Commissioner	
Assistant International Commissioners	

Commissioner for Finance	
Assistant Commissioner for Finance	
Commissioner for Communications	
Assistant Commissioners for Communications	
Commissioner for Administration	
Assistance Commissioner for Administration	
Island Chaplin	
District Commissioners	
Assistant District Commissioners	
District Secretary	
District Treasurer	

Table 3: Group Roles	
Group Scout Leader	
Assistant Group Scout Leader	
Beaver Scout Leader	
Assistant Beaver Scout Leaders	
Cub Scout Leader	
Assistant Cub Scout Leaders	
Troop Scout Leader	
Assistant Troop Scout Leaders	
Venture Scout Leader	
Assistant Venture Scout Leaders	
Crew Co-Ordinator	
Assistant Crew Co-Ordinator	
Support Leader	
Registered Leader	
Band Leader	
Quartermaster	
Group Chaplin	

Table 4: Parents' Committee	
Parents' Committee Chairperson	
Parents' Committee Treasurer	
Parents' Committee Secretary	
Parents' Committee Member	

2. The Appointment Process Overview

- a. **Purpose:** The purpose of the appointment process is to ensure that all those adults that the Movement accepts as volunteers:
- i. Are fit and proper persons to volunteer with The Scout Association of Malta;
 - ii. Are appropriate for the roles they are undertaking; and
 - iii. Fully accept the responsibilities of the roles and the responsibilities that such a membership entails.
 - iv. To accept and adhere to the Constitution and the Policy Organization and Rules (POR) of the Scout Association of Malta
- b. **Principles:** The appointment process must be run so that:
- i. The applicant feels welcomed and not threatened by the appointment process;
 - ii. The applicant is kept informed of progress through the appointment process;
 - iii. The applicant takes a role that is appropriate to his/her skills, knowledge and attitude.
- c. **Stages of appointment:** All adult appointments pass through four stages in the appointment process:
- i. **Induction:** The Group Scout Leader agrees to support an adult applying for a specific course as described in the Woodbadge Training Course section. The Course Application should be filled and signed by both the Trainee and the Group Scout Leader.
 - ii. **Application:** Upon completing the particular course level, the Trainee is eligible for an appointment
 - (a) In case of Getting Started and Pathfinder modules – an appointment will be automatically issued by the Training and Programme Department. . The Role will be based on the course level achieved.
 - (b) In case of Basic and Advanced modules – an Appointment Application Form should be filed with the Training and Programme Department. This form must be endorsed by the Group Scout Leader and sent to the Training Department. The Role will be based on the course level achieved.
 - iii. **Approval:** application will be verified and checked by the Training Department to ensure that all criteria have been achieved by the trainee. Upon approval, the form is endorsed by the Commissioner for Training and Programme and passed on to the Chief Commissioner's office.

Criteria for Approval:

 - All relevant courses have been successfully completed
 - A valid First Aid Certificate
 - A valid Food Handling Licence
 - iv. **Appointment:** the appointment is issued upon approval from the Chief Commissioner. A certificate is issued and the appointment registered on the trainee records.

- d) **Roles in the appointment process:** the following roles are undertaken in the appointment process:
- i. **Group Scout Leader:** is responsible for recommending the applicant for the appointment. The Group Scout Leader is also responsible to ensure that the applicant is fit for the chosen role and also recommends this applicant for the appointment.
 - ii. **Commissioner for Training and Programme** is responsible to ensure that all training criteria for the specific role have been achieved by the trainee.

3 The Appointment Interview

- a) Up till the Basic Level, each applicant will be interviewed by the designated mentor. At the Advanced Level, an interview will be held between the applicant, the Assistant Commissioner for the respective section and the Commissioner for Training and Programme. In exceptional cases, it may be decided not to interview the applicant. The decision to interview or not is entirely one for the Training Department to make.
- b) The above Panel will assess the following areas:
- i. **Values and policies:** that the applicant is aware of and accepts (and by personal example is prepared to uphold and promote) the values and policies of The Scout Association – including making the Scout Promise if appropriate.
 - ii. **Role:** that the applicant understands the requirements of the role and is able and willing to carry it out.
 - iii. **Sectional Programme:** that the applicant makes sure that the sectional programmes are correctly implemented in the respective section

4. Making Appointments

4.1 Personal Enquiry

- a) No person aged 18 or over may be permitted to undertake any responsibilities or involvement within Scouting until the appropriate enquiries have been made. It is however acceptable that the prospective applicant starts the Getting Started Module as part of his/her induction period.
- b) An adult may not have any involvement in Scouting where a current report from an appropriate professional or statutory source suggests that the individual is not a fit and proper person to hold a position in Scouting.
- c) All reasonable practicable steps must be taken to ensure that those appointed to a role in Scouting are fit and proper persons.
- d) In all cases of doubt concerning the suitability of an individual the responsible body must err on the side of caution and not appoint. The welfare and safety of young people must be the overriding factor.

4.2 Age Limits

- a) The minimum age for all appointments is 18.
- b) The maximum age for all appointments is 65.

4.3 Membership of the Movement

- a) Roles which are directly relating to the running of the group or a section, the applicant must become a Member of the Movement and will be referred to as “Member”. Please refer to Table 1, 2 and 3 for a full list of these roles.
- b) Roles which supports the Group in any way, the applicant must become an Associate Member of the Movement referred to as “Associated Member”. In these cases, the applicant may choose to become a Member if he or she wishes. Please refer to Table 4 for a full list of these roles.
- c) The applicant must complete and sign Form **XX** after being made aware of the following:
 - i. Purpose and Method of the Association;
 - ii. Fundamentals of Scouting;
 - iii. Religious Policy;
 - iv. Equal Opportunities Policy;
 - v. Safety Policy;
 - vi. Child Protection Policy;
 - vii. Anti-Bullying Policy;
 - viii. Responsibilities and commitments of the appointment;
 - ix. Training obligations of the appointment; and
 - x. The procedure for the appointment of adults.

These are all covered in the Getting Started modules.

4.4 The Procedure for Making Appointments

4.4.1 Members of the Scout Movement (as per Table 2)

- a) Membership of a Scout in the Scout Association of Malta is via the Appointment Process. All applications for membership must be made on **Form XX**. The applicant must complete and sign **Form XX** after being made aware, by the Group Scout Leader, District Commissioner or any member of the Training & Programme Department, of the:
 - i. Purpose and Method of the Association;
 - ii. Fundamentals of Scouting;
 - iii. Religious Policy;
 - iv. Equal Opportunities Policy;
 - v. Safety Policy;
 - vi. Child Protection Policy;
 - vii. Anti-Bullying Policy;
 - viii. Responsibilities and commitments of membership;
 - ix. Training obligations of membership (where appropriate); and
 - x. The procedure for the appointment of Members.
- b) The completed **Form AA** must be sent to the Training and Programme Department. Upon receipt of the **Form AA** the department will:
 - i. details are verified on the online member admin area
and
 - ii. ensure that any enquiries required are completed.
- d) The Training and Programme department is responsible to update the online member admin area when the adult has completed the Getting Started Module. This module is to be

completed within one year. For further details, please see the Getting Started module published by the Training and Programme Department.

4.4.4 All Other Appointments

- a) A person may apply for: an appointment or a change of appointment.
- b) Before an application is made for an appointment, the Group Scout Leader must discuss the appointment with the applicant including agreement of the role description and make sure that the applicant holds the necessary certificates.
- c) All applications for an appointment must be made on **Form XX**. The applicant must complete and sign **Form AA** after being made aware, by the Group Scout Leader of the:
 - i. Purpose and Method of the Association;
 - ii. Fundamentals of Scouting;
 - iii. Religious Policy;
 - iv. Equal Opportunities Policy;
 - v. Safety Policy;
 - vi. Child Protection Policy;
 - vii. Anti-Bullying Policy;
 - viii. Responsibilities and commitments of the appointment;
 - ix. Training obligations of the appointment; and
 - x. The procedure for the appointment of adults.
- d) The completed Form AA must be endorsed by the District Commissioner and sent to the Training and Programme Commissioner. Upon receipt of the Form AA the department will:
 - i. enter the details from the Form AA on the online member admin
 - ii. ensure that any enquiries required are completed;
 - iii. obtain any references required; and
 - iv. arrange for the applicant to meet with the respective Sectional Commissioners and any other persons for an interview
- e) If the applicant's character and background are not known, or if the applicant is returning to Scouting after a period of absence, at least two references in writing are to be obtained to ascertain the person's suitability. References must be obtained using Form XX.
- f) In the event that any indication that the applicant may not be suitable for an appointment, the application will be discussed with the Chief Commissioner and the Executive before final judgement.
- g) The Training and Programme Commissioner or the Training Advisor will agree with the applicant a suitable date and time for the applicant to have a formal meeting .
- h) When the parties have met, the department will inform the Chief Commissioner of its decision.
- i) If the application is approved by the panel and the references are satisfactory a Provisional Appointment is issued and the applicant details updated. In some cases Headquarters may refuse an application on receipt of an adverse criminal record check.
- j) The Provisional Appointment is for a period of twelve months.
- k) During the Provisional Appointment, the applicant must complete the *Getting Started* Adult Training modules. Upon confirmation of completion, the applicant's record will be updated on the online member admin area with the details to issue a full appointment. An appointment card will then be issued to the applicant and an appointment certificate is issued.
- l) There is a time limit of 12 months in which the *Getting Started* training must be completed. This training should however be completed at the earliest available opportunity.

- m) If for any reason the Group Scout Leader, the District Commissioner or the Commissioner for Training and Programme does not accept an appointment application then the Chief Commissioner's decision is final.
- o) In exceptional circumstances Headquarters may, -, refuse to issue an appointment.

4.5 Provisional Appointments

- a) A Provisional Appointment allows an adult volunteer to start getting involved in their new role whilst completing the Getting Started Module.
- b) Provisional Appointments expire twelve months from the date of issue.
- c) A Provisional Appointment may be renewed only once, in consultation with the Training Department. If at the end of the renewed Provisional Appointment period the applicant has failed to complete the requirements then the appointment is cancelled.
- d) Ultimate responsibility for ensuring that the Provisional Appointment stage is successfully completed, including ensuring that minimum safety standards are met, rests with the Group Scout Leader during the Provisional Appointment period.

4.6 Full Appointments

- a) A Full Appointment will be issued when an adult has satisfactorily completed the Advanced Adult Training Modules.
- b) On issue of a Full Appointment an adult will receive an appointment card directly from Headquarters.
- c) An adult holding a Full Appointment may have unsupervised access to young people in accordance with The Scout Association's Child Protection Policy.
- d) Any appointment may, in exceptional circumstances, be refused by Headquarters.
- e) Appointments are valid for a maximum period of 5 years.

4.7 Presenting the Certificate of Full Appointment

- a) Certificates of Appointments may be presented by the District Commissioner or their nominee, may be also presented by the Training and Programme Department or by the Chief Commissioner.
- b) At the presentation of the certificate, adults who are to become Members of The Scout Association are invested and make or reaffirm the Scout Promise.

4.8 Induction

- a) The Group Scout Leader jointly with the Section Leader, are responsible that the applicant is given a full induction into the role starting when the applicant has agreed to apply for the appointment.

4.9 Training

- a) All appointed adults must undertake the training as specified by the Training Department.
- b)** All Adults must complete the Woodbadge Training Courses within three years of the first Appointment (Registered leader). If there is a genuine extenuating circumstances an

agreement is reached between the Commissioner for Training and Programme and the Trainee, one further period of up to two years may be allowed for the completion of the Woodbadge.

- c) For the any appointment to be awarded, as well as the Wood Badge, an up to date first aid certificate (a minimum of First Response), a Food Handlers/Hygiene Course and a valid Personal Enquiry must be held.

5. Reviewing Appointments

- a) The purpose of the review is to determine whether:
- i. the appointment is to continue for another period; or
 - ii. the appointment is to be cancelled; or
 - iii. the adult will apply for a different role.
- b) The appointee's Group Scout Leader is required to carry out a formal review at the end of each period of the appointment (or earlier if required by the relevant commissioner).
- c) An up to date first aid certificate and a Food Handling Licence must be valid at the point the review is undertaken.
- f) At a point no less than three months before an appointment is due to be reviewed, the Training Department will:
- i. notify the person concerned that his/her appointment is due to be reviewed.
- h) If the required on-going training has not been met, the Training and Programme Department may refuse the application for appointment or even withdraw appointments as necessary.
- k) All appointments may be held by the same individual for a maximum of two consecutive five year periods, [Starting from all section leaders up to and including all commissioners).

6. Ceasing to hold an Appointment

- a. An appointee may resign an appointment by notifying the relevant Group Scout Leader or the Commissioner for Training and Programme.
- b. On ceasing to hold an appointment, the Training Department will cancel the appointment on the online member admin area and publish this information.
- c. In the case of an individual with satisfactory service who has resigned due to moving out of a group or the District, must inform Headquarters of his/her new group.
- d. If the adult's service has been unsatisfactory, Form CS must be completed with full details and sent to Headquarters via the District, Commissioner as appropriate.
- e. On receipt of the Form CS, Headquarters will cancel the appointment and may seek further information on the cancellation if necessary.

7. Cancellation or Non-renewal of Appointments

- a. The Training and Programme Department and the Chief Commissioner, acting together, may cancel or not renew any appointment on one or more of the following grounds:
- The appointee agrees to resign when notified that a recommendation is to be made for the cancellation or non-renewal of the appointment;
 - The appointee has failed within the time limits satisfactorily to complete Adult Training appropriate to the appointment including *Ongoing* learning;

- The appointment is not to be renewed following review;
 - The appointee has ceased or failed to perform the duties of the appointment satisfactorily;
 - It becomes evident that the appointee no longer accepts the fundamental principles of the Movement;
 - It becomes evident that the appointee is not a 'fit and proper' person in respect of the Association's Policies and Rules;
 - The adult does not hold a current first aid certificate (a minimum of First Response);
 - The adult does not hold a current Food Handlers/Hygiene Licence B certificate;
 - The appointee has or is likely to bring the name of the Association into disrepute;
 - The appointment should be terminated following the closure of a Group or a Section.
- b. Additionally, in the case of provisional appointments, that:
- The appointee has failed to complete the requirements of the provisional appointment.
- c. In exceptional circumstances Headquarters may, in consultation with the relevant Commissioner, cancel or refuse to renew an appointment.