

BYE-LAW 8

ROLES AND RESPONSIBILITIES

Version 2

Approved by National Scout Council on 4th February 2016.

As per Constitution Article 28.3, 28.5 & 28.6, the National Scout Council has approved the following:

- Role descriptions for Commissioner for Finance
- Role descriptions for International Commissioner
- Role descriptions for Commissioner for Programme and Development

Note:

Role description for Commissioner for Administration (as required by Constitution Article 28.4) is to be adopted at a later stage.

ROLE DESCRIPTION

Commissioner for Finance

Purpose of the role

The Finance Commissioner is a key role which provides leadership focus and strategic financial development to sustain and enhance the Association's financial position. To plan, organize and control all financial operations of the Association and to maintain records of all transactions.

Responsible to

- Chief Commissioner

Responsible for

- Asst. Finance Commissioners

Appointment requirements

- Understand and accept The Scout Association of Malta's policies

Main Responsibilities

- In conjunction with the National Council and the Executive, ensure financial compliance with the Scout Association of Malta's policies and procedures
- Promote and maintain the policies of The Scout Association
- Actively participate during the Association's Annual General Meeting and national conferences
- Actively promote the implementation of policies agreed by the Council and the Executive
- Attend conferences and events as appropriate
- Represent The Scout Association of Malta at Scout and Public events
- Build relationships with appropriate external bodies
- Contribute in a constructive way to the wider work of the Association
- Positively manage and support the Financial Strategy as laid out by the National Council.

Core Tasks

- Take responsibility for agreed areas of work, as decided with the Chief Commissioner. These duties may include liaison with other Commissioners, work on projects or initiatives; research; agreed special work; or work in one or more Sections; liaison with other organisations. Such duties are to be reviewed periodically with the Chief Commissioner.
- Effectively record, maintain, plan and explain all financial matters pertaining to the Association.
- To prepare, control and analyse budgets on an annual basis for capital and recurrent expenditure and income for approval by the National Scout Council
- Be one of the principal signing officers for the Association.
- Prepare monthly/quarterly management accounts for the National Council and the Executive so that informed decisions would be taken.
- Assist groups in the preparation of their financial matters.
- Assist the Financial Auditor in the preparation of the Financial Statements.
- Present and explain financial matters during the Annual General Meeting.

Communications:

- Regularly report the financial status of the Association to the Executive and/or the Chief Commissioner.
- Produce the audited financial report for release.

Note: The term "audit", when applied at the Group level, simply means to have an impartial third party review the financial reports of the Group.

Program Support:

- Provide assistance to Group Scout Leaders and Group Treasures in the development of budgets, incomes and expenditures.
- Take the lead in the development of fundraising goals, action plans and the implementation of these goals and plans.
- Be the principal point of contact on matters on financial issues.
- Identify/encourage external resources so that the Association's annual goals can be achieved.
- Provide support to the Chief Commissioner as required in the preparation and approval of budgets.

Person Specification

- The ability to communicate (verbal and non verbal) and relate to a range of people and be able to effectively chair meetings
- High level of interpersonal skills
- Initiative, perseverance and enthusiasm
- Ability to speak confidently in a public forum
- Ability to lead, motivate and enthuse others
- Ability to set measurable targets and deliver as promised
- Able to demonstrate initiative and independent working
- Ability to deliver as promised and to deadlines
- Creativity in regard to new ways of providing Scouting in the community
- Approachable at all reasonable times
- Sufficient time for the role (including weekend and mid-week commitments)
- Able to demonstrate initiative and independent working
- Able to analyse financial information effectively
- Willingness to actively contribute to the strategic vision of the Group
- Able to maintain independent and objective judgement.
- Must have an excellent grasp of financial matters

ROLE DESCRIPTION

International Commissioner

Purpose of the role

The International Commissioner is a key role which provides leadership focus and strategic development to promote International Scouting. To strengthen relations with other Scout Associations on the international level as well as International Youth Organisations.

Responsible to

- Chief Commissioner

Responsible for

- Asst. International Commissioner/s

Appointment requirements

- Understand and accept The Scout Association of Malta's policies
- Wood Badger holder for at least 3 years of appointment
- Warranted

Main Responsibilities

- To provide the Scout Association of Malta with effective support in order to enable more young people to safely experience International Scouting in its broadest sense
- To manage work in the International/Global area
- To provide a focus for specialist advice and support in relation to the International/Global
- To work closely with external organisations, National Governing Bodies and other Youth Organisations in respect of the International/Global agenda
- To provide support, advice and take an active part in the approval process in relations to grants and funds that are available for Overseas expeditions, camps and trips
- Identify and organise occasional events and meetings which offer support to International teams.
- To promote International events
- To promote volunteering or work opportunities overseas (including EVS programmes, Youth in Action and similar)
- To promote funding opportunities for International events
- JOTA/JOTI promotion
- Messengers of Peace opportunities
- Promotion of Scouts of the World Award
- Promotion of the Explorer Belt Award

Core Tasks

- Take responsibility for agreed areas of work, as decided with the Chief Commissioner. These duties may include liaison with other Commissioners, work on projects or initiatives; research; agreed special work; or work in one or more Sections; liaison with other organisations. Such duties are to be reviewed periodically with the Chief Commissioner.
- Represent The Scout Association of Malta at appropriate occasions or events. This may involve public speaking and/or presentations.
- Represents the Association at International Scouting events and advises the Association of the various policies and initiatives devised through the World Scout Bureau or the European Regional Office.
- Distributes the information received from other Scout Organisations to the relevant members of the Association
- Assists and advises the Association as well as Scout Groups in the organisation of International events and activities
- Provide active advice, support and encouragement to appropriate Commissioners, Advisers and Co-ordinators and to identify and spread good practice
- Recruit and lead a small volunteer team to advise and support the work in the activity area.
- Actively participate during the Association's Annual General Meeting and national conferences

Person Specification

- The ability to communicate (verbal and non verbal) and relate to a range of people and be able to effectively chair meetings
- High level of interpersonal skills
- Initiative, perseverance and enthusiasm
- Ability to speak confidently in a public forum
- Ability to lead, motivate and enthuse others
- Ability to set measurable targets and deliver as promised
- Able to demonstrate initiative and independent working
- Ability to deliver as promised and to deadlines
- Creativity in regard to new ways of providing Scouting in the community
- Approachable at all reasonable times
- Sufficient time for the role including weekend and mid-week commitments

ROLE DESCRIPTION

Commissioner for
Programme & Development

Purpose of the role

The Commissioner for Programme & Development is a key role which provides support and strategic insight to the Adult Training schemes. This role also has the responsibility for leading, developing, implementing and reviewing the Youth Programme.

Responsible to

- Chief Commissioner

Responsible for

- The Programme & Development Team
 - Asst. Commissioners – Sectional
 - Asst. Commissioner – Diversity & Inclusion
 - Asst. Commissioner – Training Advisors
 - Asst. Commissioner – Course Coordinator
 - Duke of Edinburgh International Award Coordinator

Appointment requirements

- Understand and accept The Scout Association of Malta's policies
- Wood Badger holder for at least 3 years of appointment
- Warranted

Main Responsibilities

- Provide proactive leadership to Scouting in Malta
- Actively promote delivery of good quality Scouting to young people
- Actively participate during the Association's Annual General Meeting and national conferences
- Promote and maintain the policies of The Scout Association
- Positively manage and support adults, defining roles and responsibilities
- Actively promote the implementation of policies agreed by the Council and the Executive
- Attend conferences and events as appropriate
- Represent The Scout Association of Malta at Scout and Public events
- Ensure the training needs of all volunteer appointees are met
- Deliver a key contribution to the Adult Training provision, support and monitoring
- Deliver a key contribution to youth programme, implementation, supporting and monitoring
- Chairing the Programme and Development Team
- Build relationships with appropriate external bodies
- Contribute in a constructive way to the wider work of the Association
- Positively manage and support adults, defining roles and responsibilities

Core Tasks

- Hold regular departmental meetings to discuss current issues and share good practice
- Develop and maintain good working relationships and seek contacts both internal and external to Scouting both nationally and internationally
- Show personal commitment to The Scout Association of Malta's aims and training philosophy
- Take the lead role in setting up priorities in line with the Association's strategy
- To design and implement an Adult Training Plan and to support all groups and leaders as appropriate
- To offer personal induction to members of the Programme & Development Team
- Review progress, standards and effectiveness of Adult Training Plans on an annual basis
- Monitor, review and re-define future targets and tasks
- Identify gaps in programme provision and potential developments taking into consideration equality issues such as ethnicity, disability, gender etc.
- Supervise and facilitate the training of volunteers including maintaining and supporting a team of training advisers
- Hold regular meetings to discuss current issues and share good practice
- Take responsibility for ensuring that any Adult Training needs not met are identified and correct action is taken.
- To be an active member of the Executive team
- To keep the Executive team informed at all times

Person Specification

- Experience as an adult trainer in Scouting
- In depth understanding of The Scout Association's Adult Training Scheme
- The ability to communicate (verbal and non verbal) and relate to a range of people and be able to effectively chair meetings
- High level of interpersonal skills
- Initiative, perseverance and enthusiasm
- Ability to speak confidently in a public forum
- Ability to lead, motivate and enthuse others
- Ability to set measurable targets and deliver as promised
- Able to demonstrate initiative and independent working
- Ability to deliver as promised and to deadlines
- Creativity in regard to new ways of providing Scouting in the community
- Approachable at all reasonable times
- Sufficient time for the role including weekend and mid-week commitments