

Policy for National Appointments

30-04-2024 v1.10 Final

Applicability

The policy applies to any person who holds any role within the National level in the Scout Association of Malta, including any person who uses an official organisation email address, or represents the organisation in any manner - both externally and internally. This policy is effective from the 1st of May 2024 and supersedes any other policy relating to the appointments for National Staff.

Exclusions

This policy does not apply to persons who are either elected to their role (like members of the NSC), or who are employed by the organisation and its subsidiaries. In these cases, a different process takes place.

Process

1. The role requirements are discussed with the Chief Commissioner and/or the Commissioner responsible for that department.
2. The applicant fills in an application form that will include the following areas: basic info, CV and scouting history, list of past and current positions held, conflict of interest, the appointment/role, start date, duration, role description, responsibilities and KPIs agreed with the Chief Commissioner/Head of Department.
3. The application form will include a declaration by the applicant that:
 - they understand and accept key policies like Safe from Harm, Data Protection and the POR
 - all relevant information for the processing of the application for appointment has been disclosed, and is factual
4. The application form must be endorsed by the Chief Commissioner.
5. The application is vetted by the Chief Scout, and if approved, a formal Appointment Certificate is signed by the Chief Scout and will be issued to the applicant.
6. A copy of the appointment certificate will be kept by the Honorary Secretary in the organization's records.

Implementation

Since the new policy includes elements of due diligence and good governance, all persons holding an appointment at national level will be required to submit a fresh application. Once approved, the expiry date of the appointment will reflect the expiry of the original engagement in that role.