



D U T Y S T A T E M E N T

TITLE OF POSITION	District Commissioner
REPORTS TO	Region Commissioner
DIRECT REPORTS	District staff Group Leaders
PURPOSE	The purpose of the District Commissioner is the management, conduct, and development of the District, and to lead the team of District staff responsible for supporting the work in the Groups in the District.

**PRIMARY
RESPONSIBILITIES**

1. Provide support through consultation and advice to Scout Groups within the District through the Group Leaders, in the following areas:
 - a. The definition of performance standards to be achieved by the Group, in particular Group Chartering and Group Scout Plans.
 - b. The preparation of plans to meet Groups objectives.
 - c. Staffing and personnel practices.
 - d. Growth of the Movement.
 - e. Youth Program and training activities.
 - f. Property and administration.
 - g. Training of Leaders.
 - h. Personnel administration.
 - i. Marketing and promotion of the Scout Movement.
2. Encourage the development of Groups within the District so every young person has the opportunity to participate in the Scout Movement.
3. Encourage Groups to develop all five (5) Sections of a Group.
4. Support the operation of Groups in the District and ensure the Group endorses the Group Plans and receives reports on their achievement.
5. Together with the Group Leader, assess the performance of the Group.
6. Recommend the registration of Groups within the District.
7. Recommend the deregistration of Groups within the District when the performance standards for the delivery of Scouting are not met.



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8. Ensure a campsite committee is established for each camp or activity site within the District and act as an ex-officio member of such committees.
 9. Cooperate with and maintain good relations with community youth organisations and community leaders generally.
 10. Ensure all Group Support Committees in association with their Adult Resources Committee attend to the recruitment of Group Leaders as a matter of highest priority.
 11. Ensure a Personal Leader Adviser is appointed in accordance with Branch procedures as detailed in Queensland Branch Scouting Instructions (QBSI).
 12. Settle any dispute between members of the Movement following the Branch conflict resolution policy. Any dispute which the District Commissioner is unable to settle at any early stage, or in which he or she is personally involved, may be referred to the Region Commissioner.
 13. Visit Groups and in consultation with the Group Leader, ensure all Sections are working toward meeting the educational objectives of the Section, including participating in the nomination process of youth members for the Queen's Scout Awards and the Baden Powell Scout Award.
 14. Manage all matters allocated to District Commissioners under National Policy and Rules and, in particular, Personnel Management P5, Group Registrations under P4, Membership of Scouts under P3, Decorations and Awards under R13 and Duty of Care P2.
 15. To oversee responsibilities of all visiting Cub Scouts, Scouts, Venturer Scouts and Rover Scouts whether overnight camping or not and reporting situations requiring immediate action to the Region Commissioner.

CRITERIA

1. Have a sound knowledge and strong commitment to the purpose, objectives, and philosophy of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
2. Be enthusiastic and able to motivate, build, lead, and chair teams among both youth and adults.
3. Be inclusive in leadership style.



4. Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
 5. Be able to communicate effectively with all levels in Scouting and be an accomplished public speaker to the community.
 6. Be able to mediate, carry out investigations, write reports, and make recommendations.
 7. Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
 8. Relevant management qualifications or experience.
 9. Hold or be prepared to complete a Leader of Adults Wood Badge within 12 months of appointment.
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