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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	District Commissioner
<b>REPORTS TO</b>	Region Commissioner
<b>DIRECT REPORTS</b>	Group Leaders District Leaders Assistant District Commissioners District Committee Chairperson
<b>LIAISES WITH</b>	Other District Commissioners Region Leaders District Support Committee Unit Leaders within the District
<b>DELEGATIONS</b>	Financial approvals within the Branch Delegations Policy and agreed District Budget
<b>MEASUREMENTS</b>	% forecast delivery of strategic/operational plan by end of plan period Count of community complaints TYD Count of positive press stories Youth Member Count Youth Member Growth % YTD Youth Member Resignation % YTD Non Leader Adult Member Count Leader Count % Leaders with Certificate of Proficiency % of Leaders with Wood Badge Section Youth Member/Leader Ratio District Youth event count YTD Count suspensions non-renewal of Blue Card YTD Count terminations non-renewal of Blue Card YTD Count suspensions YTD non completion mandatory on-demand training Count terminations YTD non completion on demand training Number of peak awards by Section YTD Volunteer hours YTD Count incidents by severity YTD Net profit (loss) \$ YTD % adult members accessing O365 account % Operoo profiles returned Nomination of Adult members for Adult Recognition Awards



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**PURPOSE**

To effectively and sustainably manage the District and support the Groups to achieve the Purpose of Scouting and its relationship with the community.

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**PRIMARY RESPONSIBILITIES**

- Develop Scouting within the District
- Encourage the development of Groups within the District so every young person has the opportunity to participate in the Scouting Movement
- Encourage Groups to develop all five (5) sections in their Group
- Provide support to the Group Leaders to ensure effective management of the Group
- Responsible, through Group Leaders, for the welfare, progress and training of Leaders within the District
- Recruit and train adequate, competent and committed Leaders for the District, and have Adult Development Plans in place with all Leaders
- Encourage the effective operation of a District Support Committee to provide financial and physical resources
- Prepare and maintain the District Plan and obtain agreement of the Region Commissioner for its implementation
- Assess and manage the performance of all Leaders in the District as part of managing the staffing function and take necessary action to provide adequate quality of leadership within in the District
- Provide support to the Group Leaders in assessing and managing the performance of the leaders in the Group
- Nominate Adult Recognition Awards for both uniformed and non-uniformed personnel
- Make certain that the District operates in accordance with the Policy and Rules, and Queensland Branch Scouting Instructions (QBSI)
- Ensure that recommendations for appointment as a Personal Leader Advisor and Child Safe Scouting Officer is in accordance with requirements for the role and as per procedures detailed in QBSI
- Effectively manage any complaints received as per QBSI
- Facilitate effective communication among the Leaders of the District and the Support Committees
- Establish a friendly atmosphere prevails in the District and that in particular new youth and Leader members and their families are made to feel welcome.
- Co-operate with and maintain good relations with other youth organisations in the community.



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**CRITERIA**

- A personal commitment to the Aim and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law
- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
- Be enthusiastic and able to motivate, build, lead, and mentor teams among both youth and adults.
- Be inclusive in leadership style.
- Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
- Be able to communicate effectively with all levels in Scouting.
- Be able to mediate, carry out reviews, write reports and make recommendations.
- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.
- Proven ability to prioritise workloads and multitask to ensure commitments are filled in a timely manner.

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**ROLE SPECIFIC CRITERIA**

- Hold or be prepared to complete Program Support Leader Proficiency training within twelve months and the Wood Badge training within three years of appointment.
- Have the ability to effectively manage the District.
- Relevant management qualifications or experience.