

## **2.1 - APPOINTMENT OF ADULT MEMBERS AND LEADERS**

1. The purpose of this policy is to support suitable persons becoming Adult Members and Leaders of Scouts ACT. This policy is guided by National Policy & Rules – P3 – Membership of the Scout Association of Australia, and P5 - Personnel Management.
2. Certain requirements need to be satisfied to become a Member of Scouts ACT; with additional requirements for those seeking to become an Adult Leader within Scouts ACT.

### Appointment as an Adult Member and Adult Leader

3. An application to become an Adult Member of Scouts ACT is to be supported by the following –
  - a. The applicant has reached the age of 18;
  - b. Following an interview or similar initial screening process, an application has been completed and signed by the applicant and countersigned by the appropriate Group Leader or Scouting Team Leader. The application includes agreeing to the Scouts ACT Mutual Agreement and the Scouts Australia Code of Conduct;
  - c. A current Working with Vulnerable People (WWVP) clearance;
  - d. The completion of On-Demand online modules *Child Safe Scouting* and *WHS for Scouting*.
  - e. Two nominated referees, who will be required to provide a reference as to the suitability of the applicant to be an Adult Member. A reference may be completed by the referee, or by a Group or Team Leader from information provided only by the referee, e.g., by a telephone interview. Referees may not be relatives of the applicant; and are to have known the applicant for at least two years. One referee may be a Member of Scouting, however not a member of the Group or Team in which membership is sought. The other referee must not be a Member of Scouting.
  - f. In the event a person is already a Leader in another Branch of Scouts Australia; or has been a Leader within the previous 12 months in another Branch, one nominated referee who is or was their Group Leader or Scouting Team Leader is sufficient. In addition, it should be understood that details of the person's prior service in Scouting will be sourced, including that related to training and suitability to a Scouting role;
  - g. In the event a person is seeking to re-join Scouts ACT and has been a member of Scouts ACT within the previous 12 months, one nominated referee who was their Group Leader or Scouting Team Leader is sufficient; and
  - h. In the event a person is or has recently been a member of another Scout Association outside Australia, the process will be the same as if they are a completely new applicant. In addition, it should be understood that details of the person's prior service in Scouting will be sourced, including that related to training and suitability to a Scouting role.
4. An application to be an Adult Leader further requires the provision of an Individual Adult Volunteer Plan (IAVP) Phase 1.
5. Those holding Adult Membership of another Branch of Scouts Australia may become an Adult Member of Scouts ACT if Scouts ACT membership requirements are met. Those holding an Adult Leader Appointment in another Branch of Scouts Australia may become an Adult Leader in Scouts ACT if Scouts ACT membership and appointment requirements are met.

### *Certificate of Adult Membership (CoAM)*

6. After reviewing the Application information, Code of Conduct and Mutual Agreement, Working with Vulnerable People clearance, and referees reports, and where necessary, consulting the relevant Commissioner, the Appointments Committee may recommend the issue to the applicant of a *Certificate of Adult Membership*, for approval by the BEC.

7. A member with a *Certificate of Adult Membership* may work only with an Appointed Leader, and is not authorised to take sole charge of a unit, including for outdoor activities.
8. If a member with a *Certificate of Adult Membership* is also a Trainee Adult Leader, they are expected to undertake Scouting Essentials Wood Badge training without delay and as near as possible within a period of six months, depending on the availability of training.

#### *Certificate of Proficiency (CoP)*

9. When an Adult Member completes both On-Demand online learning modules, practical aspects of Scouting Essentials Wood Badge training, and On the Job Training they may receive a *Certificate of Proficiency*. This Certificate indicates that they have been assessed as proficient in Scouting Essentials Leader training and is approved by the Assistant Chief Commissioner, Adult Training and Development, or their nominated delegate.
10. A *Certificate of Proficiency* is a training outcome, and not an Adult Appointment to undertake a Scouting role, and may be issued to both uniformed and non-uniformed Members.

#### *Certificate of Adult Appointment (CoAA)*

11. Following completion of appropriate training and recommendations by the Member's Scouting formation (Group Leader and Group Committee representative, or Rover Unit Leader in the case of Rovers), an Adult Member holding an appropriate *Certificate of Proficiency* may receive a *Certificate of Adult Appointment* following a recommendation by the Appointments Committee and approval by the BEC. This authorises an Adult Member to hold an Appointment to undertake a specific Adult Leader role within the Branch.
12. Each Adult Leader has a primary appointment, with each new primary *Certificate of Adult Appointment* superseding any previous primary appointment that may have been issued.
13. Adult Appointments are valid for three years, continuable thereafter given the Scouting Group or Team Leader of the person holding the appointment is satisfied for the appointment to continue. Further details are available at Policy Statement 2.5 – Review and Development of Leader Appointments.
14. Those holding an Adult Appointment may wear appropriate uniform and insignia. National Policy and Rules provides guidance including the coloured shoulder badges that may be worn. In Scouts ACT those holding a Branch Activity Leader appointment, or equivalent appointments including Branch Advisers, may wear blue shoulder badges.

#### *Secondary Appointments*

15. Leaders may hold more than one Appointment as an Adult Leader. A secondary appointment will result in a separate *Certificate of Adult Appointment* being issued. A secondary appointment application form is available in the Members area of the Scouts ACT website.
16. Applicants for a secondary appointment must:
  - a. Complete an Application for Secondary Appointment;
  - b. Complete an appropriate Individual Adult Volunteer Plan (IAVP) Phase 1 (if required);
  - c. Complete appropriate training and assessment; and
  - d. have the appropriate Scouting formation recommendations.
17. Following a review of information, applicants for a secondary appointment are recommended by the Appointments Committee and approved by the BEC.

18. Payment of the annual Branch Membership fee shall be the responsibility of the formation in which the Adult Leader holds their primary appointment.

### *Transfers*

19. Adult Members may transfer to another Scouting formation, and Adult Leaders may transfer to another role within an existing or other Scouting formation. A transfer application form is available in the Members area of the Scouts ACT website.

20. On application for transfer by an Adult Member, and on agreement by the current and proposed Scouting formations, the Appointments Committee will recommend the transfer for approval by the BEC.

21. On application for transfer by an Adult Leader, and on agreement by the current and proposed Scouting formations (whether the same or otherwise), the Appointments Committee on a review of information will recommend the transfer for approval by the BEC. Where a transfer to another section or to another type of leadership role is requested (e.g. from a Youth Program Leader to a Program Support leader), the Adult Leader undertakes to complete Scouting Essentials Wood Badge training for the new unit or role without delay, and as near as possible within a period of six months depending on the availability of training.

### Training

22. Before receiving a *Certificate of Proficiency* to support an appointment as an Adult Leader (along with other requirements as above), new applicants and transferees are required to have satisfactorily completed training:

- a. *Rover Advisers and Rover Unit Leaders*: Program Support Leader Scouting Essentials Wood Badge training.
- b. *Other Unit Leaders and Assistant Unit Leaders*: Youth Program Leader Scouting Essentials Wood Badge training in the section for which appointment is sought.
- c. *Group Leaders*: Program Support Leader Scouting Essentials Wood Badge training.
- d. *Branch Activity Leaders and Branch Advisers whose duties are related to unit activities*: Scouting Essentials training in the relevant (or most relevant) unit.
- e. *Branch Activity Leaders whose duties are related to Adventurous Activities*: Scouting Essentials Wood Badge training in the relevant (or most relevant) unit – typically this is Scout or Venturer unit training.
- f. *Adventurous Activity Scout Appointed Guides*: this is a secondary appointment and requires satisfying the National Adventurous Activity Framework (NAAF) requirements for the specific skill area or areas concerned.

23. There are no alternate pre-appointment training requirements for appointments not covered by the paragraph above, unless specified by the Chief Commissioner.

24. Further training is not required for Leaders returning to the same section less than three years after resignation; or returning up to five years after resignation if they hold a Wood Badge for that unit, unless specified by the Chief Commissioner.

25. Further training is not required for Leaders returning to the same section less than three years after transferring to another section; or returning up to five years after transferring to another section if they hold a Wood Badge for the unit to which they are returning, unless specified by the Chief Commissioner.

26. Members under the age of 18 years who have reached their 17<sup>th</sup> birthday may undertake Scouting Essentials Wood Badge training. On reaching the age of 18 years they may apply for Adult Membership and Appointment as an Adult Leader.

27. Training Commissioners and Assistant Training Commissioners (also known as Leader Trainers and Assistant Leader Trainers) are appointed to the Branch by the Chief Commissioner of Australia on the recommendation of the Branch Chief Commissioner on advice from the Assistant Chief Commissioner, Adult Training and Development. All appointments as a Training Commissioner or Assistant Training Commissioner are as a secondary appointment, with the appointees required to also hold a primary appointment. Training appointments are for three years; and may be renewed with the approval of the Chief Commissioner on advice from the Assistant Chief Commissioner, Adult Training and Development. Further details are available in Policy Statement 9.1 – Training Team Appointments.

28. The BEC may, under special circumstances, waive any or all of the requirements for training, on the recommendation of the Chief Commissioner who shall consult with the Assistant Chief Commissioner, Adult Training and Development.

#### Scout Fellowships

29. Scout Fellowships in Scouts ACT are other types of Scouting formations. They are comprised of adults holding a membership with Scouts ACT, satisfying membership requirements at 6. above. Further details are available at Policy Statement 8.1 – Scout Fellowship.

#### Honorary Commissioners

30. Suitable adults may be appointed as a Honorary Commissioner. They are required to hold a membership with Scouts ACT, satisfying membership requirements at 3. above.

#### Life Members

31. Suitable adults may be appointed as a Life Member. They are required to hold a membership with Scouts ACT, satisfying membership requirements at 3. above. Further details are available at Policy Statement 2.13 – Life Members.

#### Resignation

32. Upon resignation by an Adult Member or Adult Leader, Scouts ACT will issue a suitable letter to the member and ensure appropriate records are updated. A resignation form is available in the Members area of the Scouts ACT website, however equivalent forms of communicating a resignation may suffice, as long it is initiated by or agreed to by the resigning member.

#### Termination of Membership

33. The Branch Executive Committee may terminate membership in accordance with the Branch Constitution clause 12.7.

#### Reserve Leaders

34. Adult Leaders who can no longer commit to a ‘full-time’ Adult Leader appointment may apply to transfer to the appointment of Reserve Leader.

35. Reserve Leaders are expected to be available for short term relief or emergencies. Reserve Leaders can be appointed at Branch or in exceptional circumstances Group Level; and carry out up to five assignments each year.

36. The training of Reserve Leaders remains valid for three years after transfer (Wood Badge, five years) and may be renewed.

#### Scout Leader-in-Charge

37. In the absence of a Group Leader or other Scouting Team Leader, the responsible Commissioner may temporarily assign a suitable Adult Leader to undertake the role. This is a temporary arrangement and does not require processing by the Appointments Committee or approval by BEC.

#### AUTHORITY

38. This policy or amended policy was approved by the Branch Executive Committee on 21 July 1982; amended on 28 August 1991, 23 June 1993, 22 September 1993, 26 November 1997, 27 September 2000, 12 February 2003, 25 August 2004, 27 July 2005, 22 March 2006, 25 May 2011, 27 February 2014, 25 September 2014, 26 September 2019, and 23 June 2022.