

10 Points about Appointments

Why is this important?

The appointments process links to many other aspects of running successful, inspiring and rewarding Scout programmes; Motivating leaders, Safeguarding, Training, Safety

All materials mentioned below are available on the County website ([H] = hand-out available).

1. Understanding the process

It's not easy to remember and understand the whole of the appointments process – it takes 12 pages in POR. There is a one page summary available. [H1]

2. Which Role?

Being an Occasional Helper or Section Assistant or choosing between Section Assistant and Assistant Leader often brings confusion; the summary pages might help. [H2] [H3]

3. Comparing the Census with Membership of District

Surprising or not, we occasionally find that members have appointments on the system that are many years out of date – or even do not have a membership profile. It is important for groups to check that all members of the group.

GSLs can print out a list of the group. Appointments Secretaries and DCs can print a list of the district. This can be saved as a spread sheet if that helps. The census information can then be compared to ensure that details are correct. Patience is needed with the reports functions in Membership Management System (MMS). This should be easier with the forthcoming membership system – but that will not be available for a while yet, so Districts do need to ensure that the Census matches MMS.

4. Executive Members

Executive members are trustees of the Group or District; for them to have insurance cover they must be identified as Exec members in the membership system. Across Hampshire most districts have their Honorary Officers identified and there are only 2.7 ordinary Exec Members on average.

421 Groups have only 159 Chairs, 124 Secretaries, 169 Treasurers and 185 other members

Executive committee members should be complete a declaration annually; a pro forma declaration sheet is available for groups and districts which can be forwarded to the Appointments Secretaries for entering into MMS. [H4]

5. Appointments Advisory Committee members + Chairs and Secretaries

Appointments Committee members are re-elected each year- the District Secretary should send the minute to the Appointments Secretary for input in MMS. Across Hampshire there are 144 members 13 districts have 4 or less and 7 have 2 or less – not enough for a panel!!

6. Getting Ahead of DBS (CRB) repeats

Scout Association policy is to repeat disclosure checks every 5 years. This is a critical matter for the association and those without a timely repeat will be suspended from membership and involvement.

Members must look ahead and plan to obtain a repeat DBS on time. Members, Group Scout Leaders, DCs and Appointments Secretaries can print lists of members with their DBS repeat dates.

Gilwell are sending out some email alerts to individuals and districts; however this does not always stimulate members to act; groups and districts must check, remind and follow-up to avoid problems.

7. Running Effective AAC panels

AAC Panels meet new members and sometimes those changing roles to check that the person is “fit and proper” for the proposed role, that they understand the role, are committed to the purpose and method of Scouting, they understand the training commitment. In some ways the role of the AAC is more important than the DBS checks!

The right questions need to be asked in the right way so that the purpose is achieved in a friendly welcoming way. An adapted set of model questions is available to help panels be effective in their purpose. [H5]

8. Checking the progress through Appointment Stages

Pre-Provisional Provisional Full Wood badge Review

There are specific time expectations for each of these stages. Leaders should have undertaken their “getting started” training within 5 months and wood badges should be within 3 years since appointment. Reviews are undertaken after 5 years.

This is a process that busy people need support / reminding about. Statistics show across Hampshire, in some Districts, that progress is slow. There are 650 pre-provisional appointments over 6 months from start and 260 that are still provisional after 1 year. There are 325 over 3 years and 140 over 5 years after appointment.

Records have been sent to district commissioners so that appropriate encouragement and support can be given to members.

9. Appointments Reviews

Appointment Reviews are important for all staff in any organisation, but for busy volunteers the set process is to make sure that **people are trained, in the role they want to be in and are thanked**. There are 640 reviews due across the County; so there are likely to be some due in your District!

The Appointments Secretary usually sends out the reminders with the Review Form AR. The meeting is held and notes written and agreed then it is passed to the Appointments Advisory Committee for approval. This AAC approval is to ensure “the boxes are ticked”. It is possible for the information to be sent to the Appointments Secretary electronically.

In some circumstances, when meeting up is difficult Reviews can be by telephone call, providing there has been other occasional contact between the role holder and the line manager. The limitation of telephone or Skype is that it is difficult to read body language; therefore this method should be avoided within a Scout Group for leaders in section roles.

10. Routine for Appointments Secretaries (and the AAC)

Clearly the main functions of the Appointments Sec are to administer the Appointments Process through entering appointment forms to MMS, arrange AAC meetings, inform the Local Training Manager of new appointments so that Training Advisers can be appointed and updating the record when Getting Started Training is completed. Some other routine comes to mind too.

Run reports to compare MMS to Census
with dates of DBS – so to identify those who must renew.
on Pre-Provisional and Provisional Appointments
on full appointments with no Wood badge
on Reviews due and issue the Form AR to Line Manager

It should be noted that District Secretaries and DCs have the same permissions in MMS and so tasks can be shared. The Appointments Chair does not have the same permissions. Reports should be made to every District Executive Committee meeting, which provides support and plans.

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