



# Job Description: Chief Commissioner

## Role Purpose

To lead, supervise and coordinate the operational aspects of SCOUTS South Africa (SSA) on a National basis through the operational Manco Members and Regional Commissioner (RC) in accordance with the rules as described in the Organisational Rules and Policies of SSA, as revised from time to time.

To manage and resolve difference between the portfolio holders on Manco.

## Functions

1. Represent SSA Nationally:
  - a. Representing SSA in public statements or commentary.
  - b. Engage with National Bodies and Entities for the furtherance of SSA's Aims.
  - c. Promote the prominence, status and visibility of SSA in the Country.
  - d. Reviewing and recommending the acceptance, continuation, suspension or cancellation of partnership agreements with Groups.
  - e. Process appeals arising from any process addressed in the Organisational Rules.
2. Coordinate and manage the implementation of Scouting in the Country:
  - a. Coordinating and managing the Manco Operational Members and RCs with regular reporting to the Chief Scout and Board.
  - b. Holding of regular Manco Operational Team Meetings (either face-to-face or electronically) to maintain communication with the Manco Operational Team Members.
  - c. Monitor the progress and welfare of all SSA Members in the Country.
  - d. Interpret and apply SSA Policies, as related to conduct and involvement of all members in the Country.
  - e. Identify, mentor, develop and appoint Leaders to develop and grow in SSA.
  - f. Strategic planning with the Manco members on the progress in their Portfolio and lessons learnt/best practices.
  - g. Working via the Operational Manco members to establish and guide Support Teams throughout SSA.
  - h. Instituting and carrying out disciplinary procedures and managing appeals for SSA Members.
3. Ensure that a high standard of youth and adult training and development is maintained in the National Scout Organization (NSO):
  - a. Monitoring, through the office of the Chair: National Adult leader Training, the implementation of Adult Leader Training programme nationally.

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- b. Monitoring, through the office of the National Chairs: Meerkats, Cubs, Scouts and Rovers, the implementation of the Youth and Rover Training Programmes.
  - c. Monitoring, the implementation of the Alumni Programme.
  - d. Monitoring and assessing projects/tasks/duties as delegated/assigned to operational Manco Members.
  - e. Assessing and evaluating programmes and standards.
  - f. Recommending the appointment of Adults for Manco Roles.
4. Monitor the recruitment, appointment and evaluation of Adult Members:
    - a. Monitoring, through the office of the Chair: National Adult Resources, the implementation of the Adult Support Policy.
    - b. Monitoring, through the office of the Chair: National Adult Leader Training, the development of Adult Leader Training capacity, resources and processes.
    - c. Recommending the appointment of Operational Manco members to the Chief Scout.
    - d. Endorsing the appointment of District Commissioners (DCs) on recommendation from RCs.
    - e. Suspending any Adult or Youth Member in contravention of the Member Code of Conduct.
    - f.
    - g. Reviewing the performance of the Manco Operational Members and RCs on an annual basis and mentor as required.
5. Perform a support, supervisory and leadership role:
    - a. Monitor and assess projects/tasks/duties as delegated/assigned to Operational Manco Members.
    - b. Provide mentoring, guidance and advice to Operational Manco Members and assess progress achieved.
    - c. Ensure individual skills development and performance assessment takes place.
    - d. Attend Regional events (workshops, competitions, etc.) as reasonably possible.
    - e. Control and manage the effective operational activities of Regions.
    - f. Monitor the organisation of suitable National events for the various Branches.
    - g. Manage disciplinary processes, and mediate and arbitrate on matters where agreement cannot be reached.
6. Ensure that regular discussions on the execution of their Roles, take place with the Manco Operational Team Members.at least once a year.
  7. Perform / implement any project / task / assignment, as required by the Chief Scout or Board.
  8. Participate in an annual discussion on the execution of the Role with the Chief Scout.



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## Accountability & Reporting Structure

Report to:	Chief Scout
Peers:	Chief Executive Officer (CEO)
Manages:	RCs Manco Operational Team Members Other National Operational Team Appointees
Supports:	Manco Operational Team CEO

## Delegated Powers

1. Recommendation on Awards/Submissions/Charges/Policy relevant to rank.
2. Recommending the appointment of Manco Operational Team Members according to the Organisational Rules.
3. Recommending the appointment of RCs.
4. Endorsing the appointment of DCs.
5. Recommending to Manco any changes to Regional Boundaries, after consultation with the RCs concerned
6. Approval of District boundaries in a Region, in consultation with the RC and DCs respectively.
7. Other Power, as described in the Organisational Rules.

## Period of Warrant

5 Years renewable for 3, and then 2 years. Thereafter the Warrant cannot be renewed for the role.

## Appointment Procedure

Process as described in Organisational Rules Section 7.3.2.

## Other Agreed Tasks

As agreed with the direct report, the candidate will also be responsible for:



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