

NATIONAL YOUTH
NETWORK

Area Youth Commissioner Handbook

LEADERSHIP BEGINS HERE



It starts with Scouts.

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Preface

Ladies and Gentlemen, Congratulations! You have found the **Area Youth Commissioner Handbook!**

As an Area Youth Commissioner you have an important and exciting responsibility to help transform Scouts Canada. This handbook is designed to help you do that!

As an Area Youth Commissioner, you (and your Youth Network) are part of a huge group known as the **Scouts Canada Youth Network** or **SCYN!** The SCYN is made up of all the Group Youth Commissioners, Area Youth Commissioners across Canada, the 20 Council Youth Commissioners, the 3 Assistant National Youth Commissioners (for East, West and Central Canada), the National Youth Commissioner and any other young people who are involved in their Groups, Areas, Councils or even Nationally!

As a member of this team we are all counting on you to help Young People be more involved in the decisions that affect their lives. That's what we're all doing here: that is what **Youth Involvement** is all about.

WAIT A MINUTE, WHAT IS THIS YOUTH INVOLVEMENT THING?

Youth Involvement is a very tricky thing to define. Ultimately it's about Young People being involved in the decisions — all the decisions — of Scouts Canada.

Youth Involvement is NOT about kicking out all the old people. Far from it! It's about cooperation, understanding and forming a partnership between the generations. We need to all work together to make Scouting in Canada the best it can be, whether you're thirteen, thirty or sixty three.

There are different kinds of Youth Involvement. Here's a break down for you.



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YOUTH INVOLVEMENT	
Youth PARTICIPATION	Youth EMPOWERMENT
Youth PARTICIPATION is when youth are invited to a meeting or asked for their input and suggestions but not a part of the actual decision making process.	Youth EMPOWERMENT is when young people are given the opportunity to effect change in decisions — more than just provide ideas and comments.
This isn't necessarily a bad way to involve youth. A lot of times it is very important to survey and consult with young people on the things that will affect their lives.	This is where Scouts Canada as an organization wants to be. When there are decisions being made, young people should be able to stand up and, with equal voice, vote and express their views and opinions.
A Word of Warning	
Where youth PARTICIPATION is happening beware of tokenism. Tokenism is where youth are asked their opinions, or invited to a meeting just to make sure a youth is there but they don't have any real role or impact on the outcome. Sometimes you might have to try hard to not let yourself, or other youth in your area, become the token Youth! This is NOT Meaningful Youth Involvement .	We need to be careful that youth EMPOWERMENT doesn't go too far. Remember what I said: <i>that people of all ages need to work together for youth involvement to be successful</i> . If youth EMPOWERMENT becomes the total and complete exclusion of older people then it will be impossible for Scouts Canada to ever achieve Meaningful Youth Involvement .
MEANINGFUL Youth Involvement	
MEANINGFUL youth involvement exists somewhere between tokenism and the exclusion of those older members: it is the perfect balance between youth PARTICIPATION and youth EMPOWERMENT , It is the ultimate goal of Scouts Canada's Youth Involvement, and is where we need to be.	
When we achieve MEANINGFUL Youth Involvement, young people will no longer have to ask to be involved, they will be a real part of the team matching their elders in contribution, recognition and respect. MEANINGFUL youth involvement is about culture change. It's about changing how people perceive youth and how people feel about us being involved.	
WE can get there! YOU are part of the solution!	

Hopefully you find the information throughout this handbook useful, worthwhile and informative. I hope that we can count on you to help ensure Meaningful Youth Involvement exists in every last corner of this country.

Yours in Scouting,

The National Youth Network

nyn@scouts.ca



Acronyms

Scouts Canada is full of acronyms this list is to help you to understand what they stand for:

AC: Area Commissioner

AGM: Annual General Meeting

AL: Activity Leader (Scouter who is 14-15 years old)

ANYC: Assistant National Youth Commissioner

APL: Assistant Patrol Leader

AYC: Area Youth Commissioner (Previously DAC-Y)

AYN: Area Youth Network

BOG: Board of Governors

BP: Baden-Powell (founder of Scouting)

BP&P: By-Law, Policy, and Procedures

BSA: Boy Scouts of America

CC: Council Commissioner or Chief Commissioner

CCAC: Council Community Advisory Committee

CED: Council Executive Director

CEO: Chief Executive Officer

CFE: Council Field Executive

CMAC: Council Management Advisory Committee

CMC: Council Management Committee

COH: Court of Honour

COPS: Council Operating Procedures Manual

CYC: Council Youth Commissioner
(Previously DCC-Y)

CYN: Council Youth Network

DAC: Deputy Area Commissioner

DAC-Y: Deputy Area Commissioner - Youth
(Old terminology, now AYC)

DCC: Deputy Council Commissioner

DCC-Y: Deputy Council Commissioner - Youth
(Old terminology, now CYC)

DEC: Deputy Executive Commissioner

DCYC: Deputy Council Youth Commissioner

FAST: Fun Active Scout Training

FLEX: Fun Leadership Experience

FOCUS: Future of Canada United in Scouting

GC: Group Commissioner

GYC: Group Youth Commissioner

GYR: Group Youth Representative

HQ: Headquarters

(Usually referring to 1345 Baseline Road in Ottawa)

IB: Incorporated Body

JS2G: Jumpstart to Growth

MMS: Membership Management System

MOM: Medal of the Maple or Medal of Merit

NLT: National Leadership Team

NST: National Service Team

NSWK: New Scouter Welcome Kit

NYN: National Youth Network

PRC: Police Records Check

PL: Patrol Leader

SC: Scouts Canada

SCYN: Scouts Canada Youth Network

SIT: Scouter in Training
(Scouter who is 16-18 years old)

SSC: Sixer Second Council

VIEW: Venturer Informational Executive Workshop

WOSM: World Organization of the Scouting
Movement (aka. World Body)

WSBF: World Scout Brotherhood Fund

YN: Youth Networks



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Area Youth Commissioner (AYC) Position Description

Accountable to:

Council Youth Commissioner

Shares Responsibility with:

As a member of the Area Key 3 shares responsibility with the Area Commissioner and the Council Field Executive or their designate.

Appointment:

Appointed annually by the Council Youth Commissioner, in consultation with the Area Commissioner and Council Field Executive or their designate, for a maximum of three (3) consecutive years.

Time required:

10 to 15 hours per month in addition to any required meetings.

Role:

To ensure that the youth of the Area are involved and engaged in every decision that relates to their Scouting experience; to advocate for young volunteers throughout the Area; and to ensure that youth leadership development opportunities are provided for all youth members. The Area Youth Commissioner will act in conjunction with the Area Commissioner and Council Field Executive to administer the Area in addition to working with the Council Youth Commissioner and the Council Youth Network.

Duties and Responsibilities:**Area**

1. Establish and/or maintain the Area Youth Network while serving as the Chair.
2. Serve as an active, contributing member of the Area Service Team.
3. Work with the Area Service Team to provide direct support to the section and the group, in the form of feedback and encouragement based on Quality Program Standards.
4. With the Area Service Team, help promote available tools and resources to deliver Scouting programs within the Area.
5. Promote youth leadership development within the sections by visiting the sections and encouraging proper use of Sixer/Second Councils, Courts of Honour, and Venturer Executives.
6. Work with the Area Commissioner and the Council Youth Commissioner to set goals and build a personal development plan.
7. Ensure that the Public Appointment Process is followed for the incoming Area Youth Commissioner and that the incumbent receives a proper orientation and transition.

Council

1. Serve as a member of the Council Youth Network and communicate on a regular basis with the Council Youth Commissioner.
2. Encourage and support delivery of youth training events (i.e. FOCUS, FAST, FLEX, Venturer Exec.)
3. Ensure that youth and adult volunteers are regularly recognized for their contributions & achievements in a timely manner.
4. Additional duties as discussed in consultation with the Area Commissioner, and the Council Youth Commissioner.

Ideal Qualifications:

The Area Youth Commissioner should be enthusiastic, committed to Scouting and possess a positive attitude. The Area Youth Commissioner should responsibly have the time available to excel in this role. The Area Youth Commissioner has taken or is willing to take leadership development training.

Recommended Skills:

- Communication
- Time Management
- Planning
- Teamwork
- Leadership

Beneficial Knowledge:

- Scouts Canada's Programs and Resources
- By-laws, Policies & Procedures
- Scouts Canada's Mission
- National Youth Network Structure and Initiatives



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Your Role in the Area Key 3

Role:

To ensure that the youth of the Area are involved and engaged in every decision that relates to their Scouting experience; to advocate for young volunteers throughout the Area; and to ensure that youth leadership development opportunities are provided for all youth members. The Area Youth Commissioner will act in conjunction with the Area Commissioner and Council Field Executive to administer the Area in addition to working with the Council Youth Commissioner and the Council Youth Network.

As an Area Youth Commissioner (AYC) you along with your Area Commissioner (AC) and Field Executive (if applicable) are responsible for the management of your area. Each of you plays an **EQUAL** role in the duties and responsibilities to manage the affairs of the Area. Assisted by the Area Service Team and Area Youth Network, you will ensure that programs are being offered to the standards set out by our organization. To effectively do this the three of you must build a partnership that will be positive and constructive for your Area. Building this partnership will take an understanding of each other's roles which will not happen overnight and will take a commitment from all Key 3 members.

Appointment and Accountability

Appointment:

Appointed annually by the Council Youth Commissioner, in consultation with the Area Commissioner and Council Field Executive or their designate, for a maximum of three (3) consecutive years.)

Accountable to:

Council Youth Commissioner

Remember that you are appointed by, and accountable to, your Council Youth Commissioner. Your relationship with your Council Youth Commissioner is almost as important as the relationship you build with your Area Key 3. Be sure to spend some time getting to know your Council Youth Commissioner, as well as what their goals and priorities for Youth Involvement throughout the Council are.

Area Key 3 and Council Youth Commissioner Contact Information

Area Commissioner

Name: _____

Contact numbers:

(H) _____

(C) _____

(W) _____

Email: _____

Preferred methods of contact: _____

Field Executive (if applicable)

Name: _____

Contact numbers:

(H) _____

(C) _____

(W) _____

Email: _____

Preferred methods of contact: _____

Council Youth Commissioner (if applicable)

Name: _____

Contact numbers:

(H) _____

(C) _____

(W) _____

Email: _____

Preferred methods of contact: _____



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Area Key 3 Meetings

Area Key 3 meetings are an important part of the Key 3 Partnership. These meetings allow you to share ideas and information, plan and set goals, as well as giving you an opportunity to build your partnership. There is no single method of meeting that works for everyone, but obviously face to face is preferred. Be sure to schedule these meetings in advance, giving everyone the opportunity to collect their thoughts and info prior to the meeting. Having a regularly scheduled meeting night makes it easy to remember. Key 3 meetings should happen once a month at a minimum.

Sample Key 3 discussion topics:

- Area Service Team/Area Scouters Club meeting agenda
- Area Youth Network Minutes
- Upcoming Area events
- Status of Area initiatives (membership drives, media plans, etc)
- Ongoing public appointment processes
- Goals and Visions
- Workload
- Time Availability (Everyone's changes throughout the year)
- Council Business
- Council Initiatives
- Stances on controversial topics
- Program Quality
- Area servicing needs
- Community outreach

KEY 3 MEETING SCHEDULE

Month	Date	Location	Key Discussion Topics
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			



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Area Youth Network

(1. Establish and/or maintain the Area Youth Network while serving as the Chair)

Not only are you a member of the Council Youth Network, but you also have your own network at the Area level. For this youth network you are the chair, and its intent is to help you keep the lines of communication open throughout your Area. Each Area's youth network is different and meets in many different ways depending on size (numbers and geographically). Commonly found positions on Area Youth Networks are:

- Area Youth Commissioner
- Network Reps (Program, Training, Recognition)
- Youth Reps for Area Sub Committees (Popcorn, Properties, etc..)
- Group Youth Commissioners
- General Members

MEETING SCHEDULE

Month	Date	Location	Key Discussion Topics
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			



NETWORK CONTACT LIST

Name	Group/Position	Phone Number	Email



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SAMPLE AGENDA – AREA YOUTH NETWORK MEETING

A SAMPLE AGENDA:

1. CALL TO ORDER

2. OPENING REMARKS

- Welcome to old and new members.
-

3. APPROVAL OF MINUTES

- Minutes from the last meeting are amended (if needed), and approved.
-

4. APPROVAL OF AGENDA:

- Anything that needs to be added or changed can be taken care of now.
-

5. OLD BUSINESS:

- Anything from the last meeting that was not resolved
 - All items that need to be further discussed or reported on.
-

6. NEW BUSINESS:

- All new items belong here. This means that anything that has become a concern to the group since the last meeting is discussed in this section.
-

7. OTHER BUSINESS:

- Items that were not on the agenda, but were brought up during the meeting.
-

8. SUMMARY & ADJOURNMENT:

- Set time, date, and place of next meeting
- Summarize this meeting: review all decisions made and tasks delegated

AREA YOUTH NETWORK MEETING JUMPSTART #1 – KICK-OFF MEETING

September brings with it the start of a new scouting year. With this come new members, new events and new sections to support. As the Area Youth Commissioner you can use this optimistic time to start the year off on a great foot!

Kick-off Meeting Sample Agenda:

1. Introductions: Welcome Everyone, Icebreaker
2. Outline of roles: The Area Youth Network purpose can be outlined
3. Outline the Year (or next 3-4 months): This can focus of events that the group may want to run, section visits, and recruiting new members.
4. Who's who: This could be a good time to introduce the Area Commissioner to the group.
5. Adjournment

As this may be the first meeting for many people it is best to keep things light, you want to keep it fun while still accomplishing your goals. Remember if it seems too serious your forum members may not come back!

Preparing for the meeting:

To make the most of this meeting here are some suggestions:

- Email Rover-Scout Crews, Venturer-Scout Companies and any other contact you may have to let them know about the meeting. If you have personal connections with some people use them, if not ask your Area Commissioner to include your meeting in their start of the year e-mail message
- Give Notice. You want to make sure that people are able to attend your meeting, so send the date, time and location at least two weeks in advance. You can then send out a reminder with the agenda closer to the date.
- Be Prepared. Have the information prepared that you will need. If you are going to be brainstorming in the meeting have some lists started, these ideas can be used as starting points.

Other tips:

- Be sure to send out minutes of the meeting in a timely manner. This will encourage people to stay in contact and create a reminder of any action items.
- Be open to new ideas.
- Be ready for questions.



AREA YOUTH NETWORK MEETING JUMPSTART #2 – ACTIVITY PLANNING

One of the best ways you, as the Area Youth Commissioner, and the other members on your Area Youth Network can promote Scouting, and the Youth Network's role, is by hosting various events. You might even find some new members for your network.

Before you can start any of the other planning, you have to decide what your event is going to be. Whether it is a fun day in a park, a FOCUS, FLEX or FAST training weekend, or just a night hike be sure that you have fun!

Pre-Event Planning

After you have chosen your event consider the following details:

- Date
- Date to confirm participation
- Rain/snow Date (if activity requires)
- Location
- Materials Required
- Materials participants need to bring
- Budget

Event Planning

Once all of the topics above have been covered you are ready to start working out the program and other details:

How will they event schedule work?

- Rotations (ex. 5 groups/5 stations, every 30 minutes change station)
- Everyone together
- Different start times (scavenger hunts, etc.)

How many volunteers will you need?

- Tip: Try to have groups of 2 volunteers for each activity. It makes it more fun for your volunteers.

What materials need to be purchased, what has been donated and what do you already have?

- Create a list of everything you will need
- Chose one person who will be in charge of making sure everything is purchased or accounted for.

Do all the groups in the area know about the event?

- Contact all the groups and invite them to your event.
- Keep track of which groups confirm so that you have the right amount of materials.

At the event

Here are some tips to having a smooth event:

- Have all groups check in when they arrive.
- Have fun!!
- Thank everyone for coming.

Examples of Event Schedules

Day event (10:00am-3:00pm):

Group #	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30
1	Craft	Craft	Canoe	Canoe	LUNCH	Wide Game	Wide Game	Closing skit practice	Closing skit practice	Closing
2	Canoe	Canoe	Craft	Craft	LUNCH	Wide Game	Wide Game	Closing skit practice	Closing skit practice	Closing
3	Wide Game	Wide Game	Closing skit practice	Closing skit practice	LUNCH	Craft	Craft	Canoe	Canoe	Closing
4	Wide Game	Wide Game	Closing skit practice	Closing skit practice	LUNCH	Canoe	Canoe	Craft	Craft	Closing

Focus Training Weekend

FRIDAY:

6:00pm - Arrival at site
 7:00pm - Ice Breakers
 7:30pm - Module one
 9:00pm - Snack
 10:30pm - Lights out

SATURDAY:

9:30am - Breakfast
 10:00am - Module two
 11:30am - Lunch
 12:30pm - Module three
 2:00pm - Snack
 2:30pm - Module 4
 4:30pm - Games
 5:30pm - Supper
 7:00pm - Module 5
 8:30pm - Snack
 10:30pm - Lights out

SUNDAY:

9:30am - Breakfast
 10:30am - Scouts Own & Closing Ceremony
 11:30 - Departure



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Service Team Involvement

(2. Serve as an active, contributing member of the Area Service Team)

PRE-SERVICE TEAM MEETING CHECKLIST

- ✓ Read over any reports sent out prior to the meeting.
- ✓ Write down and organize any points you wish to discuss about these reports.
- ✓ Communicate with your Area Commissioner, and Field Executive (if applicable) prior to the meeting to discuss the agenda.
- ✓ Organize any notes, or concerns you wish to bring up on behalf of your network.

SAMPLE PERSONAL ACTION PLAN

Personal Action Plan:

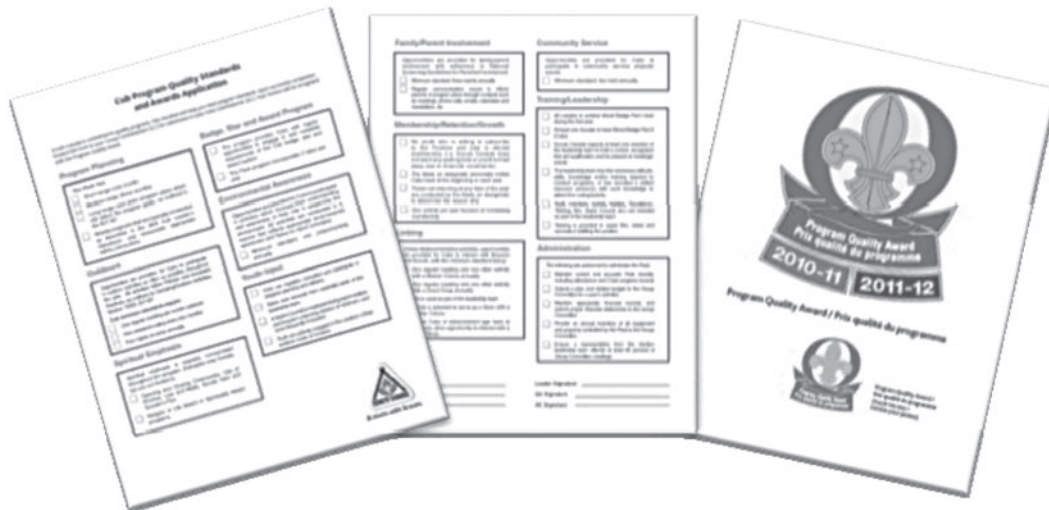
March 1 - Area Service Team Meeting

1. Contact Area Commissioner regarding participants for youth training conference.
To Be Completed By: March 10.
2. Publish Area Youth Network Newsletter.
To Be Completed By: March 21.
3. Hold Area Scout Network to discuss new Scout program.
To Be Completed By: April 12.
4. Talk to other Area Youth Networks to discuss joint activities.
To Be Completed By: April 1.

Next meeting: April 26.

Program Quality Standards

(3. Work with the Area Service Team to provide direct support to section and the group, in the form of feedback and encouragement based on Quality Program Standards.)



Program quality is one of the most important factors in retaining our members year to year. Scouts Canada has developed the Program Quality Award to motivate leaders to deliver a program that meets the standards of our organization. Your understanding and involvement in the award process is very beneficial, and can provide you with important information that can help you in your role.

The Program Quality Award can:

- Help identify servicing needs for your Area. Working with your Area Service Team you can help groups to engage their youth in program planning.
- Identify the need for training. If some of your groups are not running Sixer/Second Councils, Courts of Honour, or Venturer Executives then perhaps they would benefit from training in these areas.
- If many groups are missing the same items from their programs, then the Area may be able to help by offering assistance or offering programs to cover these items.

To learn more about the Program Quality Award, visit the Scouts Canada website:

<http://www2.scouts.ca/dnn/scouters/ProgramResources/ProgramStandards/tabid/280/Default.aspx>

Identifying Resource Requirements

(4. With the Area Service Team, help promote available tools and resources to deliver Scouting programs within the Area.)

Here's a template to help you plan a promotional campaign in your Area.

PROMOTION RESOURCES

(ex. Materials from the Brand Centre)

Campaign ideas: School Flyers, Bring a Friend, Mall Registration Nights, Community Events, etc.

Membership Campaign #1:

Time Frame: _____

Resources required:

-
-
-

Membership Campaign #2:

Time Frame: _____

Resources required:

-
-
-

Membership Campaign #3:

Time Frame: _____

Resources required:

-
-
-



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DELIVERY RESOURCES

Here's a template to help you brainstorm ways to solve Scouting delivery issues that you may encounter. Issues that directly affect the delivery of Scouting programs could be funding, location, training, program resources, membership, etc... These issues could affect an Area, Group, or Section.

Delivery Issue #1:

Group affected: _____

Service Team action plan:

Time frame: _____

Resources required:

-
-
-

Delivery Issue #2:

Group affected: _____

Service Team action plan:

Time frame: _____

Resources required:

-
-
-

Delivery Issue #3:

Group affected: _____

Service Team action plan:

Time frame: _____

Resources required:

-
-
-



Promoting Youth Leadership Development

(5. Promote youth leadership development within the sections by visiting the sections and encouraging proper use of Sixer/ Second Councils, Courts of Honour, and Venturer Executives)

Group	Section	Meeting Night	Date of Visit	Notes (group youth contact)
EX. 1st Rubber Boot	Scouts	Tuesdays	01/01/2011	Using proper Court of Honour
	Venturer Scouts	Thursday	01/03/2011	Requesting Venturer Executive Training



Goal Setting

(6. Work with the Area Commissioner and the Council Youth Commissioner to set goals and build a personal development plan.)

SHORT TERM GOALS:

#1 _____

#2 _____

#3 _____

LONG TERM GOALS:

#1 _____

#2 _____

#3 _____

DISCUSSION OF GOALS:

With Area Commissioner

Date: _____

With Council Youth Commissioner

Date: _____



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Handover Procedure Checklist

(7. Ensure that the Public Appointment Process is followed for the incoming Area Youth Commissioner and that the incumbent receives a proper orientation and transition.)

Public Appointment

Our organization is dedicated to an appointment process through which people have an equal opportunity to apply for open positions. Due to this process you will not know who will be taking over your position until a few months before the end of your appointment.

Pre-successor Announcement

- Inform the Council Youth Commissioner that you are nearing the end of your term
- Evaluate where you are in regards to your goals, and adjust/create plans accordingly
- Assist nomination committee by providing them with any information that may assist them in making their decision. (recommended traits, skills, etc... that you feel are key to this position in your Area).

Handover Materials

- Annual Reports
- Meeting Minutes
- Network Goals

Post-successor Announcement

- Have your successor shadow you in your role. Working together for a period of time will aid in a smooth transition.
- Assist in coordinating an initial Key 3 meeting with your successor and the existing Key 3 members.

The transition

- The idea would be to have everything running smoothly by the time your term ends, so you can just hand things over to your successor. However, things may come up that require your assistance, or advice. It is our hope that you would be willing and available to support your successor in the beginning of their term as necessary.

Job Complete!

Council Involvement

(1. Serve as a member of the Council Youth Network and communicate on a regular basis with the Council Youth Commissioner.)

COUNCIL YOUTH COMMISSIONER CONTACT INFO

Name: _____

Phone Number: _____

Email Address: _____

Skype/MSN address: _____

BBM Number: _____

Other: _____

MEETING SCHEDULE

Month	Date	Location
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		



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COUNCIL YOUTH COMMISSIONER MEETING SCHEDULE

Month	Date/Time	Location/Method	Topics/Notes/Comments
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			



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Youth Leadership Training

(2. Encourage and support delivery of youth training events (i.e. FOCUS, FAST, FLEX, Venturer Exec.)

Youth training events are to be planned annually (minimum) to ensure that as many youth as possible are given the opportunity to develop their leadership skills. Training events may be coordinated through the Council Youth Network, so be sure to communicate training plans with your Council Youth Commissioner (or designate).

YOUTH TRAINING PLANNING GUIDE

Training Course (FAST/FLEX/FOCUS):

Date: _____

Location: _____

Cost (see budget tool): _____

Area/Council training contact, if applicable (Ex. DCYC – Training):

Name	Phone Number	Email

Trainers:

Name	Phone Number	Email



Equipment Required:

Equipment	Person Supplying

EVENT BUDGET

Revenue				
	Est. #	Fee	=	
Registration – Youth			=	
Registration – Adult			=	
Registration – Staff			=	
Other			=	
Total Revenue			=	

Expenses	
Camp Fees	
Food	
Badges	
Equipment	
Outside Resources	
Printing/Postage	
First Aid	
Other	
Total Expenses	

Comments:



Recognition

(3. Ensure that youth and adult volunteers are regularly recognized for their contributions & achievements in a timely manner.)

MEDAL OF THE MAPLE

The Medal of the Maple for Distinguished Youth Service is an award created by the members of the National Youth Network, designed to honour those youth who have significantly contributed to the Movement and the spirit of Scouting through community service, extraordinary Scouting participation and a solid system of personal values.

For further info visit:

<http://www2.scouts.ca/dnn/LinkClick.aspx?fileticket=KKboERyIJA%3d&tabid=211>

NATIONAL AWARD SYSTEM

At Council Level (in the order in which they are usually conferred):

1. Certificate of Commendation (For service to Scouting worthy of commendation)
2. Medal of Good Service (for good service to Scouting)
3. Medal of Merit (For especially good service to Scouting)
4. Bar to the Medal of Merit (for further especially good service to Scouting which, in itself, would justify conferring a Medal of Merit)

For further info visit:

<http://www2.scouts.ca/dnn/scouters/Recognition/HonoursandAwardsGuide/tabid/295/Default.aspx>

SCOUTS CANADA FOUNDATION SCHOLARSHIP PROGRAM

Although you may not be attending a post-secondary school next year, it is important that those youth members who are know about the scholarship opportunities that are available through Scouting. This information should be available and advertised to all youth in your council planning on pursuing a post-secondary education. (Venturer-Scouts, Rover-Scouts, SIT's, young leaders)

The Scouts Canada Foundation adjudicates several scholarships to be awarded annually to support members of Scouts Canada entering or continuing full time studies at a Canadian university or college.

For more information please visit <http://www.scouts.ca/ca/scholarships>.

*** Check with your Council Youth Network for additional awards specific to your Council. ***

Additional Duties

(4. Additional duties as discussed in consultation with the Area Commissioner, and the Council Youth Commissioner.)

ADDITIONAL DUTY #1:

Description:

Time Required/Deadline:

ADDITIONAL DUTY #2

Description:

Time Required/Deadline:

ADDITIONAL DUTY #3

Description:

Time Required/Deadline:

DISCUSSION OF DUTIES

With Area Commissioner

Date: _____

With Council Youth Commissioner

Date: _____



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APPENDIX

- Scouting Growth and Image Improvement Worksheet
- Area Scouter's Club Worksheet
- Group Youth Commissioner Job Description
- Area Youth Commissioner Job Description
- Council Youth Commissioner Job Description
- Assistant National Youth Commissioner Job Description
- National Youth Commissioner Job Description
- Youth Commissioner Toolkit Flyer

ADDITIONAL ONLINE RESOURCES

Youth Opportunities Webpage – a listing of ways that youth can get further involved in Scouting
<http://www.scouts.ca/ca/youth-opportunities-get-involved>

Youth Commissioner Toolkit – a resource to help Youth Commissioners to be successful
http://www.scouts.ca/sites/default/files/Youth_Commissioner_Toolkit_V2.pdf

Networker's Guide – Adult Involvement – a resource to help foster great Adult Involvement
<http://www.scouts.ca/sites/default/files/Networkers-Guide-Adult-Involvement.pdf>

Networker's Guide – Network Meetings – a resource to help run efficient meetings
<http://www.scouts.ca/sites/default/files/Networkers-Guide-Network-Meetings.pdf>

Networker's Guide – Youth Commissioner – another resource to help you be a successful Youth Commissioner
<http://www.scouts.ca/sites/default/files/Networkers-Guide-Youth-Commissioner.pdf>

Scouting Growth and Image Improvement

Below you will find some brainstorming exercises to help stimulate ideas both to grow Scouting in your Area and to improve the image of Scouting in your Area.

GROWTH BRAINSTORMING

Identify some community groups that you feel exist in your community that do not have Scouting groups associated with them, but should:

-
-
-
-

Identify some local cultural, or religious events in your community through which Scouting can build on its image of diversity, and encourages members to learn about others.

-
-
-
-

Identify some community activities Scouting could become involved with to better promote Scouting in your community:

-
-
-
-

What are some ways your Area could encourage the groups of your Area to grow?

-
-
-
-



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IMAGE IMPROVEMENT BRAINSTORMING

Identify the Area Service Team Volunteer Responsible for Media/Communication/Public Relations (it is important to collaborate with this individual).

Name: _____

Phone: _____ email: _____

Identify ways the image of Scouting can be improved in your community

-
-
-
-

Identify different media outlets you could approach to cover Scouting events/activities

Newspapers (school and community): _____

Community TV channels: _____

Radio: _____

Magazines: _____

Facebook/Twitter: _____

Identify youth on or outside of your network that would make or are good youth media spokespeople.

Name: _____

Phone: _____ email: _____

Name: _____

Phone: _____ email: _____

Name: _____

Phone: _____ email: _____



Advertising Area Scouters' Clubs

Below you'll find a tool to help you schedule, track, and advertise for your Area Scouters' Club.

Month	Date/Time	Location/Method	Topics/Notes/Comments	Network Notified
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				



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Group Youth Commissioner (GYC) Position Description

Accountable to:

Area Youth Commissioner

Shares responsibilities with:

As a member of the Group Leadership Team shares responsibility with the Group Commissioner.

Appointment:

In consultation with the Group Commissioner and Group Committee, the Area Youth Commissioner appoints the Group Youth Commissioner, after advertising to, and seeking candidates from the sections within the group. The Group Youth Commissioner may be reappointed annually, but will not serve more than three (3) years consecutively.

Time required:

5-10 hours per month in addition to any required meetings.

Role:

The Group Youth Commissioner is responsible for ensuring that the program being delivered is the program that youth are requesting. In cooperation with the Area Youth Commissioner and Area Youth Network, the Group Youth Commissioner is responsible for promoting meaningful youth involvement within the group and ensuring that youth initiatives are actively supported and recognized.

The Group Youth Commissioner will guarantee that youth are being provided with leadership opportunities at the section level, through avenues such as Keeso, Sixers Council, Kim, Court of Honour, Activity Leader, Venturer Executive, and Scouter-In-Training.

Duties and Responsibilities:

Group

1. Deliver youth leadership development within the sections by visiting the sections and supporting proper use of Keeo, Sixers Council, Kim, Court of Honour, Activity Leader, Venturer Executive, and Scouter-In-Training.
2. Serve as an active, contributing member of the Group Committee.
3. Work with the Group Commissioner to provide direct support to section leaders based on the Quality Program Standards.
4. With the Group Commissioner, help identify resources needed to promote and deliver Scouting Programs.
5. Work to encourage growth within the group.
6. Work with the Group Commissioner and the Area Youth Commissioner to set goals and build a personal development plan.
7. Ensure that the position is advertised to sections within the group for the incoming Group Youth Commissioner and that the incumbent receives a proper orientation and transition.

Area

1. Serve as an active, contributing member of the Area Youth Network.
2. Support participation in youth training events (e.g. FLEX, FAST, FOCUS, etc...)
3. Ensure that youth and volunteers are recognized for their contributions.
4. Additional duties as discussed in consultation with the Group Commissioner, and the Area Youth Commissioner.

Ideal Qualifications:

The Group Youth Commissioner should be enthusiastic, committed, and possess a positive attitude. The Group Youth Commissioner should responsibly have the time available to excel in this role. The Group Youth Commissioner has taken or is willing to take leadership development training.

Recommended Skills:

- Communication
- Time management
- Planning
- Teamwork

Beneficial Knowledge:

- Scouts Canada's Programs and Resources
- Scouts Canada's Program Resources
- National Youth Network structure and initiatives



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Area Youth Commissioner (AYC) Position Description

Accountable to:

Council Youth Commissioner

Shares Responsibility with:

As a member of the Area Key 3 shares responsibility with the Area Commissioner and the Council Field Executive or their designate.

Appointment:

Appointed annually by the Council Youth Commissioner, in consultation with the Area Commissioner and Council Field Executive or their designate, for a maximum of three (3) consecutive years.

Time required:

10 to 15 hours per month in addition to any required meetings.

Role:

To ensure that the youth of the Area are involved and engaged in every decision that relates to their Scouting experience; to advocate for young volunteers throughout the Area; and to ensure that youth leadership development opportunities are provided for all youth members. The Area Youth Commissioner will act in conjunction with the Area Commissioner and Council Field Executive to administer the Area in addition to working with the Council Youth Commissioner and the Council Youth Network.

Duties and Responsibilities:**Area**

1. Establish and/or maintain the Area Youth Network while serving as the Chair.
2. Serve as an active, contributing member of the Area Service Team.
3. Work with the Area Service Team to provide direct support to the section and the group, in the form of feedback and encouragement based on Quality Program Standards.
4. With the Area Service Team, help promote available tools and resources to deliver Scouting programs within the Area.
5. Promote youth leadership development within the sections by visiting the sections and encouraging proper use of Sixer/Second Councils, Courts of Honour, and Venturer Executives.
6. Work with the Area Commissioner and the Council Youth Commissioner to set goals and build a personal development plan.
7. Ensure that the Public Appointment Process is followed for the incoming Area Youth Commissioner and that the incumbent receives a proper orientation and transition.

Council

1. Serve as a member of the Council Youth Network and communicate on a regular basis with the Council Youth Commissioner.
2. Encourage and support delivery of youth training events (i.e. FOCUS, FAST, FLEX, Venturer Exec.)
3. Ensure that youth and adult volunteers are regularly recognized for their contributions & achievements in a timely manner.
4. Additional duties as discussed in consultation with the Area Commissioner, and the Council Youth Commissioner.

Ideal Qualifications:

The Area Youth Commissioner should be enthusiastic, committed to Scouting and possess a positive attitude. The Area Youth Commissioner should responsibly have the time available to excel in this role. The Area Youth Commissioner has taken or is willing to take leadership development training.

Recommended Skills:

- Communication
- Time Management
- Planning
- Teamwork
- Leadership

Beneficial Knowledge:

- Scouts Canada's Programs and Resources
- By-laws, Policies & Procedures
- Scouts Canada's Mission
- National Youth Network Structure and Initiatives



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Council Youth Commissioner (CYC) Position Description

Accountable to:

National Youth Commissioner

Shares responsibilities with:

As a member of the Council Key 3 shares responsibilities with the Council Commissioner and Council Executive Director.

Appointment:

Appointed annually by the National Youth Commissioner in consultation with the Council Commissioner, Council Executive Director and appropriate Assistant National Youth Commissioner for a maximum of three (3) consecutive years.

Time required:

5-10 hours per week.

1 National Youth Network meeting annually

1 National Scouters Conference annually

Monthly Conference Calls

Service visits to Areas and Groups in the Council

Numerous Phone Calls/E-mails.

Role:

To ensure that the youth of the Council are involved and engaged in every decision that relates to their Scouting experience; to advocate for young volunteers throughout the Council; and to ensure that youth leadership development opportunities are provided for all youth members. The Council Youth Commissioner will act in conjunction with the Council Commissioner and Council Executive Director to administer the Council in addition to working with the National Youth Commissioner and the National Youth Network.

Duties and Responsibilities:**Council**

1. Establish and/or maintain the Council Youth Network while serving as the Chair.
2. Serve as an active, contributing member of the Council Leadership Team.
3. Ensure that youth in the Council are participating in Scouts Canada training programs (FAST, FLEX, FOCUS, WoodBadge I and II, etc...).

4. Work with the Council Commissioner and the National Youth Commissioner to set goals and build a personal development plan.
5. Ensure that youth and adult volunteers are regularly recognized for their contributions & achievements in a timely manner.
6. Chair the Public Appointment Process to select all Area Youth Commissioners within the Council.
7. Service and support Youth Commissioners within the Council to ensure they are effective in their roles.
8. With the Council Service Team, help promote available tools and resources to deliver Scouting programs within the Council.
9. Ensure that the Public Appointment Process is followed for the incoming Council Youth Commissioner and that the incumbent receives a proper orientation and transition.
10. Additional duties as discussed in consultation with the Council Key 3, and the National Youth Commissioner.

National

1. Serve as a member of the National Youth Network and communicate on a regular basis with the National Youth Commissioner.
2. Actively contribute to and participate in all established National Youth Network initiatives and projects.
3. Identify all pertinent related issues raised by members in their Council to the National Youth Network and National Service Team.
4. Ensure that meaningful youth involvement and the priorities of the National Youth Network remain key Council objectives.
5. Attend, or provide an alternate delegate to all National Youth Network meetings, and conference calls.
6. Communicate on a regular basis with the appropriate Assistant National Youth Commissioner.

Ideal Qualifications:

The Council Youth Commissioner should be enthusiastic, committed to Scouting and possess a positive attitude. The Council Youth Commissioner should responsibly have the time available to excel in this role. The Council Youth Commissioner has taken or is willing to take leadership development training.

Recommended Skills:

- People Management
- Communication
- Time Management
- Planning
- Teamwork
- Leadership

Beneficial Knowledge:

- Scouts Canada's Programs and Resources
- By-laws, Policies and Procedures
- Scouts Canada's Mission
- National Youth Network structure and initiatives
- Scouts Canada's Volunteer Recognition Program



Assistant National Youth Commissioner (ANYC) Position Description

Accountable to:

National Youth Commissioner

Shares responsibilities with:

As a member of the National Youth Network Executive, shares responsibility with the other Assistant National Youth Commissioners.

Appointment:

Appointed annually by the National Youth Commissioner, in consultation with the National Service Team, for a maximum of three (3) consecutive years.

Time required:

10-20 hours per week

1 National Youth Network meeting annually

1 National Scouters Conference annually

Monthly Conference Calls

Annual service visits to Councils in their geographic designation

Numerous Phone Calls/E-mails

Role:

As a member of the National Service Team & National Youth Network, the Assistant National Youth Commissioner coordinates and services the Council Youth Commissioners in their geographic designation, and supports the National Youth Commissioner.

Duties and Responsibilities:

Servicing the National Youth Network

1. Serve as a geographic member of the National Youth Network, working for the best interests of the organization as a whole.
2. Represent the Youth Network and provide insight and input as an active member of the National Service Team.
3. Assist the National Youth Commissioner with the operations of the National Youth Network.
4. Liaise with National Service Scouters on relevant matters
5. Ensure that the Public Appointment Process is followed for the incoming Assistant National Youth Commissioner and that the incumbent receives a proper orientation and transition.
6. Additional duties as discussed in consultation with the National Youth Commissioner.

Servicing Council Youth Commissioners

1. Support Council Youth Commissioners to ensure they are effective and can appropriately represent their respective Councils.
2. Ensure the effective operations of Youth Networks within their geographic designation.
3. Ensure Council Youth Commissioners maintain an effective relationship with their respective Council Commissioner and Council Executive Director.
4. Act as a conduit for information exchanged between the youth of the geographic designation and the National Youth Commissioner, communicating relevant issues and decisions in both directions.
5. Deliver appropriate performance feedback to Council Youth Commissioners in their geographic designation on an ongoing basis.
6. Facilitate geographic meetings and/or conference calls of Council Youth Commissioners, as assigned by the National Youth Commissioner.
7. In conjunction with, and under the direction of the National Youth Commissioner, serve on the nominating committee for the public appointment process to fill any vacant Council Youth Commissioner positions within their geographic designation.

Ideal Qualifications:

The Assistant National Youth Commissioner should be enthusiastic, committed and possess a positive attitude. The Assistant National Youth Commissioner should responsibly have the time available to excel in this role. The Assistant National Youth Commissioner has taken or is willing to take leadership development training.

Recommended Skills:

- People Management
- Communication
- Time Management
- Planning
- Teamwork
- Leadership
- Project Management

Beneficial Knowledge:

- Scouts Canada's Programs and Resources
- By-laws, Policies and Procedures
- Scouts Canada's Mission
- Scouts Canada's Volunteer Recognition Program
- Familiarity with National Youth Network structure and initiatives



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National Youth Commissioner and Chair of the National Youth Network (NYC) Position Description

Accountable to:

Scouts Canada's Board of Governors.

Shares responsibilities with:

As a member of the National Key 3, shares responsibilities with the Chief Commissioner and CEO.

Appointment:

Appointed annually at Scouts Canada's Annual General Meeting following a recommendation by the Board's Nominating Committee in consultation with the Chief Commissioner, CEO and the National Youth Network, for a maximum of three (3) consecutive years.

Time required:

20-30 hours per week

4 National Leadership Team meetings annually

3 Board of Governors meetings annually

1 National Conference and Annual General Meeting annually

1 National Youth Network meeting annually

Monthly service visits (likely to coincide with other meetings)

Weekly Conference Calls

Numerous Phone Calls/E-mails

Role:

The National Youth Commissioner ensures that the youth of Scouts Canada are involved and engaged in every decision that relates to their Scouting experience; advocates for young volunteers throughout the movement; and ensures that youth leadership development opportunities are provided for all youth members.

Duties and Responsibilities:

National Key 3

1. Communicate with the Chief Commissioner and the CEO.
2. Provide Leadership, Direction and Vision to Scouts Canada.

3. Advocate for the youth of Scouts Canada.
4. Serve as a member of the National Leadership Team.
5. Communicate and collaborate with Scouts Canada’s Board of Governors.
6. Ensure that every national committee and working group embraces youth involvement.
7. Maintain open lines of communication with the membership of Scouts Canada.
8. Ensure that the Public Appointment Process is followed for the incoming National Youth Commissioner and that the incumbent receives a proper orientation and transition.
9. Additional duties as discussed in consultation with the Chief Commissioner and CEO.

National Youth Network

1. Chair all National Youth Network meetings and conference calls.
2. Manage and provide leadership and direction to the National Youth Network.
3. Deliver performance management feedback to the Assistant National Youth Commissioners on an ongoing basis.
4. Manage all public appointment processes for Council Youth Commissioners and Assistant National Youth Commissioners.
5. Be responsible for the Scouts of the World program.
7. Be accountable and responsible for the delivery of all the National Youth Network projects and initiatives.
8. In consultation with staff support, prepare the annual National Youth Commissioner and National Youth Network budgets for approval.
9. Support and brief any Scouts Canada youth delegates for external conferences and events.

Ideal Qualifications:

The National Youth Commissioner should be enthusiastic, committed and possess a positive attitude. The National Youth Commissioner should responsibly have the time available to excel in this role. The National Youth Commissioner has taken or is willing to take leadership development training.

Recommended Skills:

- Communication (French an asset)
- Time Management
- Planning
- Teamwork
- Project Management
- People Management
- Leadership

Beneficial Knowledge:

- Scouts Canada’s Programs and Resources
- By-laws, Policies and Procedures
- Scouts Canada’s Mission
- Scouts Canada’s Volunteer Recognition Program
- Familiarity with National Youth Network structure and initiatives
- Scouts Canada’s organizational structure





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Scouts.ca