

# 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 Service Team 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.
6. Be accountable and responsible for the delivery of all the National Youth Network projects and initiatives.
7. In consultation with staff support, prepare the annual National Youth Commissioner and National Youth Network budgets for approval.
8. 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.

### Possesses skills in:

- 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

