

UPDATED - 1/9/08

APPOINTMENT PROCESS FOR ADULT LEADERS

1. Interview with GSL to -
 - a) - Issue “New Leader Check List”
 - b) - Explain how the Group works & who does what
 - c) - Make the applicant feel welcome
 - d) - Explain the formal process of the appointments system & the Appointments Advisory Committee
 - e) - Talk through and agree on the “Job Description”
 - f) - Explain the Training Scheme, issue Module 1 (DVD or CD ROM) & offer ongoing support
2. GSL sends for references (for existing leaders transferring within the district – no references required)
3. GSL ensures AA & CRB Forms are Completed & sent with references to Chairman of Appointments Advisory Committee
4. Chairman informs Training Manager and Database Manager on the issue of a Provisional Appointment Certificate
5. Training Manager appoints Training Advisor and Database Manager adds Leader to the Database
6. Chairman arranges for the new Leader to visit the Appointments Advisory Committee – NOTE - Module 1 to be completed before attending
7. On completion of modules 2 & 3 or 4 a full “Appointment Card” and an “Axe & Log” pin badge will be issued
8. All training Modules agreed with their Training advisor in Module 2 (Personal Learning Plan) to be completed within 3 years

APPOINTMENT PROCESS FOR SECTIONAL ASSISTANTS

- 1,2 & 3. As per Appointment Process for Adult Leaders
4. An Appointment Card will be issued
5. Chairman sends details to Training Manager & Database Manager
6. Following completion of module 3 in 5 months a “pin badge” is issued by Training Manager

APPOINTMENT PROCESS FOR GROUP EXECUTIVE OFFICIALS

- 1, 2 & 3. As per Appointment Process for Adult Leaders
4. An Appointment Card will be issued

5. Chairman informs Training Manager - All Group Executive Officials need to complete Module 1
6. Chairman informs Database Manager for database update

PROCESS FOR NOTIFYING CHANGES OF APPOINTMENT AND UPDATING THE DATABASE/HANDBOOK

Changes of appointment will be updated in the Database on receipt of an AA Form by the Chairman – for existing Leaders references will not be required
Any minor changes (address, telephone no, etc) or the cancellation of an appointment will be made on the database following receipt of a Changes/Cancellation & Registration of Young Leaders Form (or an email containing the appropriate information) by the DDC

YOUNG LEADERS

Young Leaders are Explorer Scouts (14 to 18 year olds) who choose to take on a Leadership Role within a Section or Scout Group.

Before they take on a Leadership Role they must be registered with the DDC by forwarding a CCR Form (Changes/Cancellation & Registration of Young Leaders Form) or an email containing the appropriate information.

NOTE – Personal Details of Young Leaders will not be published in the Handbook or on the Database.

YOUNG LEADERS TRAINING

All Young leaders must have completed Module A of the Young Leaders Training Scheme within 3 months of taking up their appointment; they then should be encouraged to complete Module B.

The Young Leaders Training Scheme is presented by Terry Dovey - Kidderminster Explorer Scouts. For information on dates of future courses contact Dave Denton – District Explorer Scout Commissioner (Acting).

It is the GSL's responsibility to ensure that Young Leaders in their Group complete their training.

Young Leaders should be encouraged to take part in Explorer Scout Activities with an Explorer Scout Unit and also pursue the Explorer Scout Progressive Training Scheme, hence offered the opportunity to achieve the Queens Scout Award.

We all have a responsibility to ensure that Young Leaders don't miss the opportunity to benefit from all that Explorer Scouting has to offer.

COUNTY CONTACTS

Commissioner	Jenny Newman E: jennyhwscoouts@tesco.net	01527 893330
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Treasurer	Ian Leake E: iantrishleake@freenetname.co.uk	01905 767928
Deputy County Comm'r – Programme	Ann Clarke E: annclark@raclark.fsnet.co.uk	01299 826862
County Training Manager	John Day E: jdaybrookmill@aol.com	01684 541966
ACC – ES & Scout Netw'k	Bob James E: acc.es@btinternet.com	01905 345688
ACC Activities	Rob Williams E: rob@williams-bewdley.fsnet.co.uk	01299 402621
County Scout Leaders	Liz Sneath (Acting) E: mikeandliz@egsolutions2001.fsnet.co.uk	01584 881666
	Tony Spires E: tony.spires@tiscali.co.uk	01568 614110
D of E Advisor	Julie Balsom E: julie@balsom.wyenet.co.uk	01989 567462
Child Protection Co-Ordinator	Val Fitzpatrick E: valcublady@aol.com	01527 837060
Scout Information Centre	E: info.centre@scout.org.uk	0845 3001818