

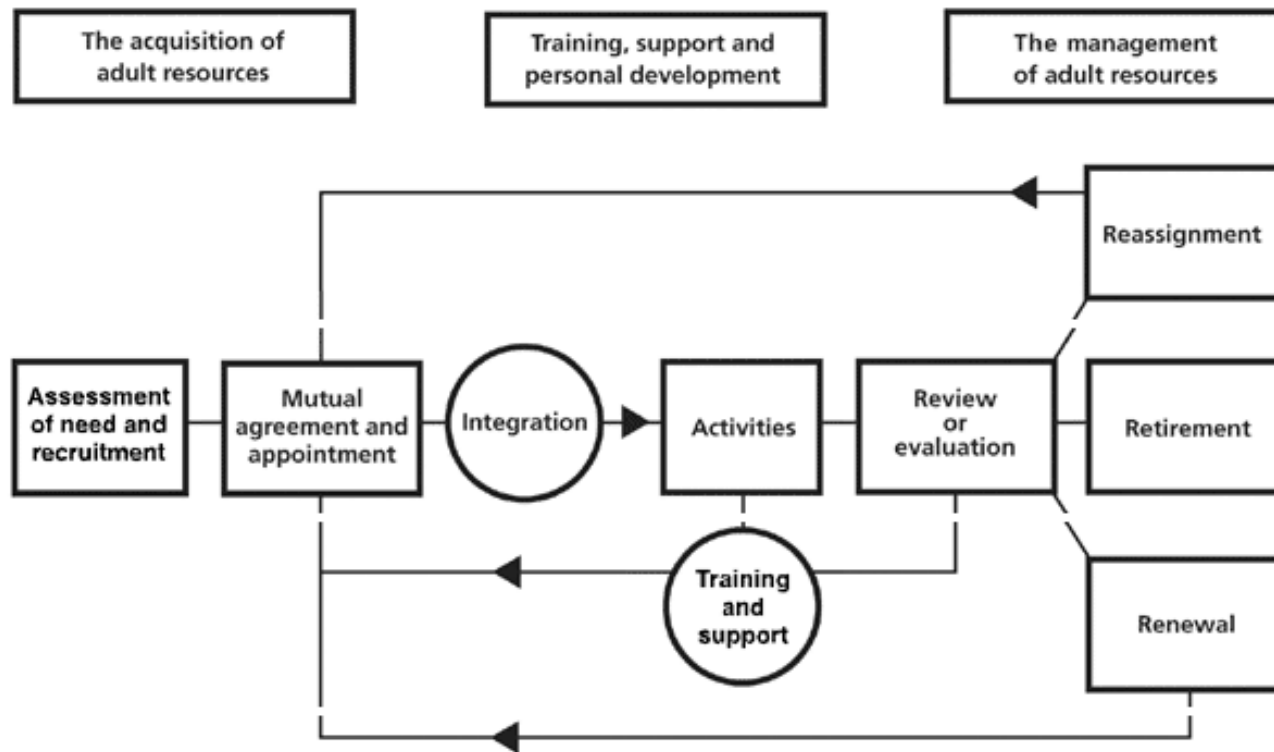
# MODULE 37

advising on  
adult appointments



[scouts.org.uk/appointment](https://scouts.org.uk/appointment)

# The Adults in Scouting Model



**MODULE 37**  
advising on  
adult appointments

# Organisation of the Appointments Advisory Committee

- Sub-committee of the Executive Committee
- Appointed by the Executive Committee
- Responsible to the Executive Committee
- Made up of:
  - Chairman
  - Appointments Secretary
  - Pool of members

# Roles of the Appointments Advisory Committee

- Determines suitability
- Approval meetings
- Reviews
- Change of appointment
- Cancellations
- Suspensions
- Disagreements

# Appointments Secretary

- Administer the appointment process in a timely manner
- Create and maintain records of all appointments within district/region using membership admin area
- Administer the review process

# Appointments Chairman

- On behalf of the executive committee ensure that the appointment process follows the rules, procedures and policies of the Scout Association
- Manage meetings of the whole appointments committee and ensure the committee fulfils its responsibilities
- Ensure new members of committee are inducted, trained and supported

# Committee Member

- Undertake approval meetings required to determine if an adult is suitable for a particular appointment in Scouting
- Contribute to full committee meetings as part of the committees responsibilities

# Support for your role

- Publications
  - *The Appointment Process* series
- Local support
  - Line managers
  - Executive Chairmen
- Headquarters
  - The Scout Information Centre
  - National Headquarters

# Purpose of the approval meeting

The purpose of the approval meeting is to find out if:

- (a) the adult is aware of and willing to uphold the values and policies of The Scout Association; and
- (b) they understand the requirements of the role and are able to carry it out

# Before meeting

Appointments Secretary checks:

- AA form completed correctly
- Line manager has met adult and supports application
- Arranges meeting
- Informs all appropriate parties of meeting
- Ensures committee members have correct paperwork

# Agenda

1. Welcome
2. Introduction
3. Purpose
4. Time
5. Questions
6. What happens next
7. Any questions
8. Post meeting time

# Decision making

- Put time aside to discuss fully
- Have all the facts available
- Be open and honest in discussions
- Maintain a calm discussion
- Face and discuss the difficult items as well as the easy ones
- Consider your feelings, but base decisions on an objective view of the facts