

# MODULE 37

advising on  
adult appointments



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

# THE APPOINTMENT PROCESS

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# The Appointment Process

## Application



## Approval



## Appointment

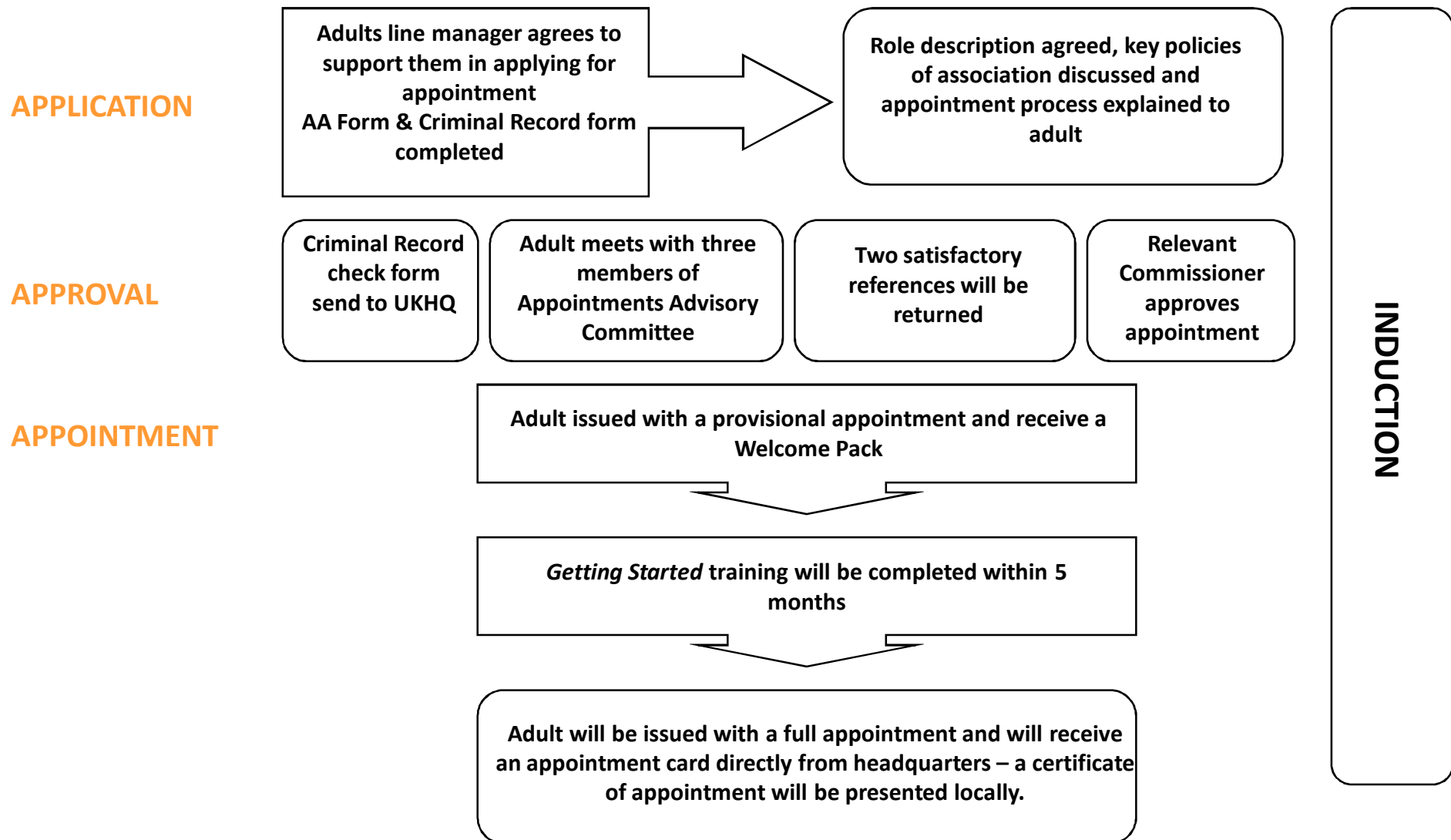


## Induction



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# The Appointment Process



# Approval Meeting

- **Appointments Advisory Committee**
  - All adults except:
- **Executive Committee or Scout Council**
  - Elected, nominated & co-opted members of Executive Committees
  - Presidents
  - Administrators

# Appointments Secretary

- Approval by the District Executive Committee
- Form AA and Disclosure will be processed by the Regional Appointments Secretary
- They won't have correct access to My BackPack until their appointment is processed

The Appointment Process

# CHANGING ROLES

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# Statement 1

ALL ADULTS CHANGING  
APPOINTMENTS  
MUST COMPLETE A  
CRIMINAL RECORD CHECK

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## Statement 2

ALL ADULTS CHANGING  
ROLES MUST COMPLETE  
AN  
ADULT APPLICATION(AA)  
FORM

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## Statement 3

ALL ADULTS CHANGING  
ROLES WILL NEED TO  
ATTEND AN  
APPROVAL MEETING

## Statement 4

ALL ADULTS CHANGING  
ROLES NEED TO HAVE  
PROVIDED SATISFACTORY  
REFERENCES

**FALSE**

## Statement 5

ALL ADULTS CHANGING  
ROLES ALWAYS NEED THE  
SUPPORT OF THE LINE  
MANAGER FOR THEIR  
INTENDED ROLE WHEN  
APPLYING FOR A NEW ROLE  
IN SCOUTING.

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The Appointment Process

# MEMBERSHIP SERVICES

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Name: **Boy Scout** Membership No: **00563848**

Title		Address	
Forenames			
Known As			
Surname			
Previous Surnames			
Honours			
Gender		Post Code	
Date of Birth		Date of Joining	
E-Mail			
Telephone			
Member Type		Signed up	<b>No</b>
Occupation		Gift Aid	
Occupation Detail		NI Number	

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Name: **Boy Scout** Membership No: **00563848**

Hold your mouse pointer over the **Role Code** to see the full description

Role	Location	Start-End	Review	Status	Tools
<b>HQS</b> (R)	Scotland	20/09/2008 to 20/09/2008	20/09/2010	Active	<a href="#">Edit Review</a>   <a href="#">End Role</a> <a href="#">Display Appointment</a>

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About SSL Certificates

Name: **Boy Scout** Membership No: **00563848**

This page is only relevant to the Counties / Areas involved in the new Appointments Process trial (Cambridgeshire, Carmarthenshire, City of Coventry, East Lancashire, Gordon and Warwickshire). For more information please go to: <http://www.scouts.org.uk/appointments/>

**Progress for Headquarters Staff Application**

Disclosure Application Sent to HQ :	<input type="text"/>	?
Application Sent to Disclosure Authority :		?
HQ Initial (CE) Check Completed :		?
Satisfactory References Received :	<input type="text"/> Please Select	?
Appointments Advisory Committee Approval :	Not Required	?
Welcome Pack Sent :		?
Disclosure Issue Date Reference No :		?
Getting Started Training Completed :	<input type="text"/> Please Select	?
Relevant Commissioner / Chairman Approval :	<input type="text"/> Please Select	?
Full Appointment :		?

- my Details
- Member Search
- Add Adult Member
- Youth Records
- Add Youth Member
- Organisational Details
- Programmes Online
- Reports



# Support for your Role

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

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Appointments Advisory Committee

# OTHER RESPONSIBILITIES

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# Other Responsibilities

**Review**

**Suspension**

**Cancellation**

**Disagreement**

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