

**Appendix B**

**Queensland 172**

**VOLUNTEER JOB DESCRIPTIONS**

<http://www.scouts.ca/npc/> ( Scouts Canada Program Resources)

<http://www.scouts.ca/index.stm> ( Scouts Canada website)

**Group Committee**  
**March 15, 2001/Rev 3**

**Section: BEAVERS** (youth aged 5 to 7 years)

**Position:**

1) **Beaver Section Leader**

2) **Beaver Leader**

<http://www.scouts.ca/about/beaverpg.pdf>

Scouters in a Beaver colony are called Beaver leaders and are members of a leadership team. The team is managed by the Beaver Section Leader. The Beaver Section Leader must be at least 21 years of age and is the registered contact person for the colony. The ideal ratio of Scouters to Beavers is one for every five youth.

**Accountable to:**

The Beaver Section Head is accountable to the Group Committee and Area Commissioner (possibly through a Group Scouter). The Beaver leaders are accountable to the Beaver Section Head and the Group Committee.

**Average Time Required:**

**Beaver Section Head :** 12-15 hours per month for planning and organization and colony meetings. Additional time may be required for training, sharing sessions and Group Committee or Regional Beaver meetings/events.

**Beaver Leader:** 8-10 hours per month for planning and colony meetings. Additional time may be required for training, sharing sessions and Fundraising Events.

**MAJOR AREAS OF RESPONSIBILITY**

These positions require working as a leadership team member conducting colony programs in accordance with Guidelines in the Beaver program hand books , Scouts Canada Bylaws, Policies and Procedures, Provincial and Queensland 172 Bylaws and policies.

The Beaver Section Leader has the added responsibility of making sure that the above policies and bylaws are followed and working with the other members of the Group Committee as an effective team member to ensure the successful continuation of Scouting in our community

**Duties and Responsibilities of the Positions**

- Provide children 5-7 years of age with appropriately challenging, weekly one-hour meetings from September to June. Weekly meetings include all elements of the Beaver quality program and are augmented with monthly outings.
- Ensure that the health and safety of all members is maintained continually. **This is a primary concern.**
- Participate in colony planning meetings. Use program ideas that come from the Beavers themselves where possible.
- Develop close working relations with other members of the team, and share the responsibility of operating the colony with all colony leaders as much as possible. The Beaver Section leader is however still accountable to the Group Committee for the actions of all members of the Beaver Colony
- Help carry out the weekly program
- Support and participate in special meetings and activities, including outings and camping experiences
- Know and use resource material available, including various handbooks

- Maintain good relations with parents/guardians, and encourage activities which involve them
- Encourage recruitment of members, and help the Group Committee recruit other leaders
- Maintain good relations with leaders in other sections and attend group committee and local council meetings as required
- Take training for the position, including regular sharing sessions, special interest and outdoor activity skills
- Meet specific requirements of the sponsoring body, where applicable

**ATTITUDES REQUIRED OF A BEAVER LEADER**

A new leader must be:

**Prepared to:**

- Accept and demonstrate personal values compatible with Scouting’s Mission and Principles
- Subscribe to the Beaver section’s program goals.
- Be comfortable with, enjoy, and care about Beaver-aged children in developmentally appropriate ways.
- Ensure that Beaver-aged children in the colony experience the outdoors on a frequent basis
- Be accountable for his or her actions
- Follow Scouting’s policies and procedures as outlined in BP&P and the Group Bylaws.

**Willing to:**

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, and support. Scouting’s volunteer screening measures.

**Training Required:**

In recognition of the importance of training for adult volunteers the Group requires that every effort shall be made by its adult members to complete essential training during the first year of membership. When a registered member has failed to meet these requirements membership shall not be renewed until such requirements are met.

Beaver Section Leader	-Orientation to Scouting within first 3 months -WB1 within first six months/ Standard First Aid -WB2 within two years
Beaver Leader	-Orientation to Scouting within first 3 months -WB1 within first six months -Standard first aid as appropriate (2 per section)

**Section : CUBS** (youth aged 8 to 10 years)

**Position:**

- 1) *Cub Section Leader (AKELA)*
- 2) *Assistant Cub Leader*

<http://www.scouts.ca/scinfo/parguide.htm>

Scouters in the Wolf Cub Pack are called Cub leaders and are members of a leadership team. The team is managed by the Cub Section Leader (Akela). The Cub Section Leader must be at least 21 years of age and is the registered contact person for the Pack. The Pack should have at least one Assistant Leader. Assistant Leaders must be at least 18 years of age. Junior Leaders must be at least 15 years old and the Pack can have no more than one. The ideal ratio of Scouters to Cubs is one for every six youth.

**Accountable to:**

The Cub Section Head is accountable to the Group Committee and Area Commissioner (possibly through a Group Scouter). The Cub Assistant leaders are accountable to the Cub Section Head and the Group Committee.

**Average Time Required:**

**Cub Section Head :** 12-15 hours per month for planning and organization and Pack meetings plus one day or weekend outing per month. Additional time may be required for training sessions and Group Committee or Regional Cub meetings/events.

**Assistant Cub Leader:** 8-10 hours per month for planning and Pack meetings plus one day or weekend outing per month. Additional time may be required for training and Fundraising events.

**MAJOR AREAS OF RESPONSIBILITY**

These positions require working as a leadership team member conducting Pack programs in accordance with Guidelines in the Wolf Cub program hand books, Scouts Canada Bylaws, Policies and Procedures, Provincial and Queensland 172 Bylaws and policies.

The Cub Section Leader has the added responsibility of making sure that the above policies and bylaws are followed and working with the other members of the Group Committee as an effective team member to ensure the successful continuation of Scouting in our community

**Duties and Responsibilities of the Positions**

- Provide children 8-10 years of age with appropriately challenging, weekly one-hour meetings from September to June. Weekly meetings include all elements of the Cub Quality program and are augmented with monthly outings.
- Ensure that the health and safety of all members is maintained continually. **This is a primary concern.**
- Participate in Pack planning meetings. Use program ideas that come from the Cubs themselves where possible.
- Develop close working relations with other members of the team, and share the responsibility of operating the Pack with all leaders as much as possible. The Cub Section leader is however still accountable to the Group Committee for the actions of all members of the Wolf Cub Pack.

- Help each child to have an adventurous personal growth experience while in the Pack that includes all program elements.
- Help carry out the weekly program
- Support and participate in special meetings and trips, including outings and camping experiences.
- Know and use resource material available, including various handbooks
- Maintain good relations with parents/guardians, and encourage parental cooperation and involvement in Pack programs.
- Encourage recruitment of members, and help the Group Committee recruit other leaders
- Maintain good relations with leaders in other sections and attend group committee and local council meetings as required
- Take training for the position, including special interest and outdoor activity skills
- Meet specific requirements of the sponsoring body, where applicable
- Participate in district, area and regional events and meetings where possible

**ATTITUDES REQUIRED OF A CUB LEADER**

A new leader must be:

**Prepared to:**

- Accept and demonstrate personal values compatible with Scouting’s Mission and Principles
- Subscribe to the Cub section’s program goals.
- Be comfortable with, enjoy, and care about Cub-aged children in developmentally appropriate ways.
- Ensure that Cub-aged children in the Pack experience the outdoors on a frequent basis
- Be accountable for his or her actions
- Follow Scouting’s policies and procedures as outlined in BP&P and the Group Bylaws.
- Be a good Role Model

**Willing to:**

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, and support. Scouting’s volunteer screening measures.

**Training Required:**

In recognition of the importance of training for adult volunteers the Group requires that every effort shall be made by its adult members to complete essential training during the first year of membership. When a registered member has failed to meet these requirements membership shall not be renewed until such requirements are met.

Cub Section Leader	-Orientation to Scouting within first 3 months -WB1 within first six months/ Standard First Aid -WB2 within two years - Green Stage within second year
Cub Leader	-Orientation to Scouting within first 3 months -WB1 within first six months -Standard first aid as appropriate (2 per section)

**Position:**

- 1) **Scouts Section Leader (Troop Scouter or Scoutmaster)**
- 2) **Scout Counselor**

*Scouters in the Scout Troop are called Troop Scouters and Scout Counselors and are members of a leadership team. The team is managed by the Scout Section Leader (Troop Scouter). The Scout Section Leader must be at least 21 years of age and is the registered contact person for the Troop. The Troop should have at least one Scout Counselor. Scout Counselors must be at least 18 years of age. The ideal ratio of Scouters to Scouts is one for every six to eight youth.*

**Accountable to:**

The Troop Scouter is accountable to the Group Committee and Area Commissioner (possibly through a Group Scouter). The Scout Counselors are accountable to the Troop Scouter and the Group Committee.

**Average Time Required:**

**Scout Section Head :** 15-17 hours per month for planning and organization and Troop meetings plus one weekend outing per month and annual summer commitments. Additional time may be required for training sessions and Group Committee or Regional Scout meetings/events.

**Scout Counselor:** 10-12 hours per month for planning and Patrol meetings plus one weekend outing per month and annual summer commitments. Additional time may be required for training and Fundraising events.

**MAJOR AREAS OF RESPONSIBILITY**

These positions require working as a leadership team member conducting Scout programs in accordance with Guidelines in the Scout program hand books , Scouts Canada Bylaws, Policies and Procedures, Provincial and Queensland 172 Bylaws and policies.

The Troop Scouter has the added responsibility of making sure that the above policies and bylaws are followed and working with the other members of the Group Committee as an effective team member to ensure the successful continuation of Scouting in our community

**Duties and Responsibilities of the Positions**

- Provide youth 11-14 years of age with appropriately challenging, weekly 2-hour meetings from September to June. Weekly meetings include all elements of the Scout Quality program and are augmented with monthly outings and at least four overnight camping experiences each year.
- Ensure that the health and safety of all members is maintained continually. **This is a primary concern.**
- Participate in troop planning meetings. Use program ideas that come from the Scouts themselves where possible (Court of Honour).
- Develop close working relations with other members of the team, and share the responsibility of operating the Troop with all leaders as much as possible. The Troop Scouter is however still accountable to the Group Committee for the actions of all members of the Troop.
- Help each youth to have an adventurous and challenging personal growth experience while in the Troop that

includes all program elements.

- Help carry out the weekly program
- Support and participate in special meetings and trips, including outings and short and long-term camping experiences.
- Know and use resource material available, including various handbooks
- Maintain good relations with parents/guardians, and encourage parental cooperation and involvement in Troop programs.
- Encourage recruitment of members, and help the Group Committee recruit other leaders
- Maintain good relations with leaders in other sections and attend group committee and local council meetings as required
- Take training for the position, including special interest and outdoor activity skills instruction.
- Meet specific requirements of the sponsoring body, where applicable.
- Participate in district, area and regional events and meetings where possible.

**ATTITUDES REQUIRED OF A SCOUT LEADER**

A new leader must be:

**Prepared to:**

- Accept and demonstrate personal values compatible with Scouting’s Mission and Principles
- Subscribe to the Scout section’s program goals.
- Be comfortable with, enjoy, and care about Scout-aged youth in developmentally appropriate ways.
- Ensure that Scout-aged youth in the Troop experience the outdoors on a frequent basis
- Be accountable for his or her own actions
- Follow Scouting’s policies and procedures as outlined in BP&P and the Group Bylaws.
- Be a good Role Model

**Willing to:**

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada.
- Work co-operatively with other adults.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, and support. Scouting’s volunteer screening measures.

**Training Required:**

In recognition of the importance of training for adult volunteers the Group requires that every effort shall be made by its adult members to complete essential training during the first year of membership. When a registered member has failed to meet these requirements membership shall not be renewed until such requirements are met.

Scout Section Leader	-Orientation to Scouting within first 3 months -WB1 within first six months/ Standard First Aid -WB2 within two years -Red Stage within second year
Scout Leader	-Orientation to Scouting within first 3 months -WB1 within first six months -Standard first aid as appropriate (2 per section)

**Position:**

- 1) **Venturer Advisor**
- 2) **Assistant Advisor**

Scouters in the Venturer Company are called Advisors and are members of a leadership team. The team is managed by the Company Executive. The Venturer Advisor must be at least 21 years of age and may be the registered contact person for the Company approved by the Company Executive. The Company can also have at Assistant Advisors. Assistant Advisors must be at least 18 years of age.

**Accountable to:**

The Venturer Advisor is accountable to the Group Committee and Area Commissioner (possibly through a Group Scouter). The Assistant Advisors are accountable to the Venturer Advisor and the Group Committee.

**Average Time Required:**

**Venturer Advisor:** 15-17 hours per month for planning and organization and Company Executive meetings plus one weekend outing per month and annual summer commitments. Additional time may be required for training sessions and Group Committee or Regional Venturer meetings/events.

**Assistant Advisor:** 10-12 hours per month for planning and company meetings plus one weekend outing per month and annual summer commitments. Additional time may be required for training and Fundraising events.

**MAJOR AREAS OF RESPONSIBILITY**

These positions require working as a leadership team member conducting Venturer programs in accordance with Guidelines in the Venturer program hand books, Scouts Canada Bylaws, Policies and Procedures, Provincial and Queensland 172 Bylaws and policies.

The Venturer Advisor has the added responsibility of making sure that the above policies and bylaws are followed and working with the other members Company Executive Committee and the Group Committee as an effective team member to ensure the successful continuation of Scouting in our community

**Duties and Responsibilities of the Positions**

- Provide youth 15-17 years of age with a challenging, program and activities that are consistent with the Venturer Quality program and the youth's interests.
- Ensure that the health and safety of all members is maintained continually. **This is a primary concern.**
- Participate in Company planning meetings by offering advice, guidance and expertise as appropriate.
- . Help all members to experience challenging personal growth through Venturing.
- Develop close working relations with other members of the Company, and allow the Executive to experience the responsibility of operating the Company as much as possible. The Venturer Advisor is however, still accountable to the Group Committee for the actions of all members of the Venturer Company.
- Help each youth to have an adventurous and challenging personal growth experience while in the Company that includes all program elements.
- Help carry out the weekly program

- Support and participate in special meetings and trips, including outings and short and long-term camping and other outdoor experiences as planned by the Company.
- Know and use resource material available, including various handbooks
- Maintain good relations with parents/guardians, and encourage parental cooperation and involvement in Company programs.
- Encourage recruitment of youth in consultation with the members, and help the Group Committee recruit other leaders
- Maintain good relations with leaders in other sections and attend group committee and local council meetings as required
- Take training for the Advisor position, including special interest and outdoor activity skills instruction.
- Meet specific requirements of the sponsoring body, where applicable.
- Participate in district, area and regional events and meetings where possible.

**ATTITUDES REQUIRED OF A VENTURER ADVISOR AND ASSISTANT**

A new advisor must be:

**Prepared to:**

- Accept and demonstrate personal values compatible with Scouting’s Mission and Principles
- Subscribe to the Scout section’s program goals.
- Be comfortable with, enjoy, and care about Venturer-aged youth in developmentally appropriate ways.
- Ensure that Venturer-aged youth in the Company experience the outdoors on a frequent basis
- Be accountable for his or her own actions
- Follow Scouting’s policies and procedures as outlined in BP&P and the Group Bylaws and ensure that the Company does as well.
- Be a good Role Model
- Allow the Venturer Youth to manage the Company, giving guidance and direction only as appropriate

**Willing to:**

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada.
- Work co-operatively with other adults and the youth.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, and support. Scouting’s volunteer screening measures.

**Training Required:**

In recognition of the importance of training for adult volunteers the Group requires that every effort shall be made by its adult members to complete essential training during the first year of membership. When a registered member has failed to meet these requirements membership shall not be renewed until such requirements are met.

Venturer Advisor	-Orientation to Scouting within first 3 months -WB1 within first six months/ Standard First Aid -WB2 within two years -Red Stage within second year
Assistant Venturer Advisor	-Orientation to Scouting within first 3 months -WB1 within first six months/ Standard First Aid

**Position:**

**3) Rover Advisor**

**4) Assistant Advisor**

*Scouters in the Rover Crew are called Advisors and are advisors to the Rover leadership team. The Rover Crew is managed by the Crew Executive. The Rover Advisor must be at least 24 years of age and may be the registered contact person for the Crew approved by the Crew Executive. The Crew can also have at Assistant Advisors. Assistant Advisors must be at least 21 years of age.*

**Accountable to:**

The Rover Advisor is accountable to the Group Committee and Area Commissioner (possibly through a Group Scouter). The Assistant Advisors are accountable to the Rover Advisor and the Group Committee.

**Average Time Required:**

**Rover Advisor:** 10-12 hours per month assisting and advising the Rover Crew in the planning and organization and meetings plus one weekend outing per month and annual summer commitments. Additional time may be required for training sessions and Group Committee or Regional Rover meetings/events.

**Assistant Advisor:** 10-12 hours per month for planning and company meetings plus one weekend outing per month and annual summer commitments. Additional time may be required for training and Fundraising events.

**MAJOR AREAS OF RESPONSIBILITY**

These positions require advising the Rover leadership team members in conducting Rover programs in accordance with Guidelines in the Rover program handbooks, Scouts Canada Bylaws, Policies and Procedures, Provincial and Queensland 172 Bylaws and policies.

The Rover Advisor has the added responsibility of making sure that the above policies and bylaws are followed and working with the other members Company Executive Committee and the Group Committee as an effective team member to ensure the successful continuation of Scouting in our community

**Duties and Responsibilities of the Positions**

- Assist young adults 18-26 years of age with developing a challenging, program and activities that are consistent with the Rover Quality program and the Crew's interests.
- Advise the Rovers in the maintenance of the health and safety of all members of the Crew. **This is a primary concern.**
- Participate in Company planning meetings by offering advice, guidance and expertise as appropriate.
- Help all members to experience challenging personal growth through Rovers.
- Develop close working relations with other members of the Crew, and allow the Executive to experience the responsibility of operating the Rover Crew. The Rover Advisor is not accountable to the Group Committee for the actions of the members of the Rover Crew.
- Help each young adult to have an adventurous and challenging personal growth experience while in the Crew

that includes all program elements.

- Help carry out the program
- Support and participate in special meetings and trips, including outings and short and long-term camping and other outdoor experiences as planned by the Crew.
- Know and use resource material available, including various handbooks
- Maintain good relations with parents/guardians, and encourage parental cooperation and involvement in Crew programs.
- Encourage recruitment of youth in consultation with the members, and help the Group Committee recruit other leaders
- Maintain good relations with leaders in other sections and attend group committee and local council meetings as required
- Take training for the Advisor position, including special interest and outdoor activity skills instruction.
- Meet specific requirements of the sponsoring body, where applicable.
- Participate in district, area and regional events and meetings where possible.

**ATTITUDES REQUIRED OF A VENTURER ADVISOR AND ASSISTANT**

A new advisor must be:

**Prepared to:**

- Accept and demonstrate personal values compatible with Scouting’s Mission and Principles
- Subscribe to the Scout section’s program goals.
- Be comfortable with, enjoy, and care about Youth and young adults in developmentally appropriate ways.
- Ensure that Rover-aged young adults in the Crew experience the outdoors on a frequent basis
- Be accountable for his or her own actions
- Follow Scouting’s policies and procedures as outlined in BP&P and the Group Bylaws and ensure that the Rover Crew does as well.
- Be a good Role Model
- Allow the Rovers to manage the Crew, giving guidance and direction only as appropriate

**Willing to:**

- Acquire the knowledge and skills appropriate to his/her volunteer role in Scouts Canada.
- Work co-operatively with other adults and the youth.
- Be open and honest.
- Be objective in evaluations.
- Provide a role model of appropriate adult behaviour.
- Wear the official Scouter uniform.
- Participate in, and support. Scouting’s volunteer screening measures.

**Training Required:**

In recognition of the importance of training for adult volunteers the Group requires that every effort shall be made by its adult members to complete essential training during the first year of membership. When a registered member has failed to meet these requirements membership shall not be renewed until such requirements are met.

Rover Advisor	-Orientation to Scouting within first 3 months -WB1 within first six months/ Standard First Aid -WB2 within two years -Red/Purple Stage within second and third year
Assistant Rover Advisor	-Orientation to Scouting within first 3 months -WB1 within six months/ Standard First Aid

**Positions:**

- 1) *Group Committee Chairperson*
- 2) *Treasurer, Secretary, Vice Chair-person*
- 3) *Fund Raising Coordinator, Registration Coordinator, Parents Auxiliary Coordinator, Newsletter Coordinator*
- 4) *Sponsor representative (non-voting)*
- 5) *Section Leaders (see previous job descriptions)*

Parents, friends, leaders and members of the Sponsoring Organization can be members of the Group Committee, the management team responsible and accountable for the running of all the Sections in Queensland 172 Scouting Group.

**Accountable to:**

The Group Committee Chairperson is accountable to the Sponsor and Calgary Regional Council. (Possibly through a Group Scouter). All other positions are accountable to the Group Committee Chairperson.

**Average Time Required:**

**Group Committee Chairperson :** 2-3 hours per week for regular meetings plus 3-4 hours per month for Regional Council meetings as required. Additional time may be required for training sessions and Group Committee or Regional meetings/events.

**Other Positions:** 8-10 hours per month for individual planning/duties (as detailed in Group Bylaws) and Group Committee meetings. Additional time may be required for training and Fundraising events.

**MAJOR AREAS OF RESPONSIBILITY**

These positions require working as a leadership team member coordinating Section programs and Fundraising in accordance with Scouts Canada Bylaws, Policies and Procedures, Provincial and Queensland 172 Bylaws and policies and operating procedures.

The Group Committee Chairperson has the added responsibility of making sure that the above policies and bylaws are followed and working with the other members of the Executive Committee and the Group Committee as an effective team member to ensure the successful continuation of Scouting in our community

**Duties and Responsibilities of the Positions**

- Ensure the health and safety of all members. This is a primary concern
- Help each Scouting youth have an adventurous personal growth experience in his/her section
- Maintain good relationships with parents/guardians and encourage their cooperation and involvement within the group.
- Work closely and cooperatively with other members of the group committee and share the responsibilities of managing the sections
- Plan and conduct all fundraising activities.
- Support and participate when appropriate in special meetings, trips, camps, and outdoor experiences.
- Encourage and recruit both youth and adult volunteers

- Know and use the resource material available, including handbooks and By-laws, Policies and Procedures.
- Maintain good relationships with leaders and other group committee Scouters
- Attend next senior council meetings, when appropriate.
- Meet specific requirements of the sponsor/partner, where applicable.
- Take training for position.
- Participate in district/area/regional events as appropriate.
- Fulfill specific responsibilities of position (see Handbook: Sponsors and Group/Section Committees, and accompanying video)

**ADMINISTRATION**

- Establish and provide for the continuous operation of the group/section.
- Register the group/section annually
- Secure adequate facilities (such as a meeting place) for the group/section.
- Audit annually the accounts of the group/sections
- Prepare and submit to the Calgary region council, and the sponsor, an annual report covering the group/section's activities. This report shall include a schedule of real property and audited financial statements
- Promote harmonious relationships within the group/section and any institutions or organizations in contact with, or affecting, the group/section.
- Assume responsibility for all property and equipment, including insurance matters
  
- Raise funds, as required, in accordance with the policy on finance of Scouts Canada and those of the sponsor/partner
  
- Provide for an annual review of group/section Scouters and to ensure that the appropriate recognition for service is provided.
- Take action jointly with the regional commissioner and notify the next senior commissioner, if, in the opinion of the group or section committee, a Scouter should be suspended.

**QUALIFICATIONS**

- Willingness to subscribe to Scout Canada's Mission, Principles and Practices.
- Willingness to work as a member of a management team.
- Willingness to participate in training necessary to be effective in the position
- Preparedness to commit time to be a quality member of the Scouting Movement.
- Possess some administrative/management skills.
- Willingness to accept a position of responsibility and the specific duties associated with it (see Video Guide).
- Willingness to participate in, and support, Scouts Canada's volunteer screening measures.

**Training Required:**

In recognition of the importance of training for adult volunteers the Group requires that every effort shall be made by its adult members to complete essential training during the first year of membership. When a registered member has failed to meet these requirements membership shall not be renewed until such requirements are met.

<i>Position</i>	<i>Course Requirements</i>
Chairman	-Orientation to Scouting within first three months -Group Committee Quickstart within first 6 months -Group Committee Part 2 within two years
Vice Chairman	-Orientation to Scouting within first three months -Group Committee Quickstart within first 6 months -Group Committee Part 2 within three years
Secretary	-Orientation to Scouting within first three months -Group Committee Quickstart within first 6 months
Treasurer	-Orientation to Scouting within first three months -Group Committee Quickstart within first 6 months
Fundraising Coordinator	-Orientation to Scouting within first three months -Group Committee Quickstart within first 6 months
Registration Coordinator	-Orientation to Scouting within first three months -Group Committee Quickstart within first 6 months
Parents Auxiliary	-Orientation to Scouting within first three months -Group Committee Quickstart within one year
Newsletter Coordinator	-Orientation to Scouting within first three months -Group Committee Quickstart within one year

### **Additional Information:**

Detailed Job information and responsibilities for members of the Group Committee are found in the Queensland 172 Bylaws. The following details are not covered in the Bylaws.

**Registration Coordinator:** This person will manage the youth and adult registration activities for Queensland 172 (helpers can be recruited from other interested parents). The job is especially busy during the April/May time frame (early registration) and in late August through September. This individual will organize the Spring and Fall registration nights at the Community Centre and ensure that all youth and adults are properly registered on schedule with Scouts Canada including collection of required fees. The individual will set up and carry out screening interviews for Adult volunteers for the Group Committee Chair with assistance from the Group Committee. The individual will work closely with the Secretary, Treasurer and Fund Raising Coordinator.

**Parents Auxiliary Coordinator:** This person will assist the Group Committee by organizing parent volunteer staffing at various Group Committee sponsored activities (i.e. kitchen staff for bottle drives, other fund raisers and the BP Banquet). The other main activity for this person is to organize parent helpers to sew our Black Q172 scarves as required and manage the inventory of Q172 crests. This individual will work closely with the Fund Raising Coordinator and the Registration Coordinator.

**Vice Chairman:** This individual will assist the Group Committee Chairperson by attending meetings on their behalf as required, assisting in the administration of the Group and by filling in for the Chairperson when they are absent

**Newsletter Co-ordinator:** This individual will produce Queensland 172 Newsletter at least once every two months but preferably monthly. The Newsletter shall contain significant section events and information on significant dates and events happening in Queensland 172. In addition the Newsletter Coordinator shall endeavour to place a monthly update on Scouting happenings in our area in the Queensland Community Association Newsletter, The Crier.