

The District Commissioner for Romford

Main Tasks

1 Responsible for ensuring Aim, Method, Policy and Training Scheme are carried out in all Sections and Groups of the Districts.

- ensure the correct methods and standards are used throughout the District
- monitor progress in each Group and in each Section in the District

2 Responsible for the effective management of the District

- plan for the development of the District
- plan and implement a strategy for the recruitment of young people, Leaders and adults in the District
- ensure there is provision for and support of Explorer Scouting within the District
- appoint the Chairman of the District Scout Fellowship
- motivate
- conduct effective meetings
- maintain a District Team
- recruit GSL's, Commissioners, Advisers (including Nights Away Advisers) and Chairman
- settle disputes
- process membership forms as necessary (CRB, AA, RF, CS)
- appoint Leaders (with Appointments Sub-Committee)
- conduct warrant reviews at specified intervals
- recommend appointment of ADC's to County Commissioner

3 Responsible ensuring support to all Leaders in the District

- support and manage Group Scout Leaders
- ensure the District Team is supported
- ensure that all Groups within the District are visited, supported and encouraged
- recommend awards for gallantry and good service
- present warrants and awards as appropriate
- arbitrate/conciliate when necessary

4 Responsible for safety in the District

- ensure that safety rules are implemented in the District in accordance with POR
- ensure the maintenance of, and training in, Safety standards throughout the District
- ensure that Leaders in all sections are adequately qualified to undertake the organisation and leadership of adventurous activities and residential experiences; Nights Away etc.
- encourage the prevention of accidents and ensure proper procedures are followed after accidents

5. Responsible for ensuring effective administration in the District

- ensure that all Groups in the District are effectively administered
- maintain an effective District Executive Committee, nominating the Chairman and some members and attending all its meetings
- support the District Chairman in the administration of the District
- ensure that correct records are kept and returns made (including records of adult training, census, District directory etc...)
- ensure the correct control of finances
- ensure that proper budgets and estimates are prepared
- correctly account for District monies
- be aware of relevant legislation, e.g. Charities Act, Food Act etc.
- ensure for the necessary insurance cover; e.g. buildings and equipment

6. Responsible for the management of the adults in the District

- lead effective District teams of ADC's, GSL's District Scouters and Advisers
- promote the individual development of each member of the team

- ensure channels of communication exist
- maintain contact with other DC's, ACC's and the Regional Development Manager

. Responsible for supporting the Training and Development of adults in the District

- ensure that all District personnel undertake training appropriate to their appointment
- ensure that District personnel are able to progress, undertake new challenges and responsibilities
- in conjunction with their TAs and the LTM, ensure that personal development plans are produced for GSL's and ADC's in the District

8. Responsible for adequate and proper representation of Scouting in the local community

- maintain contact and representation with local Youth and Community Officers and other relevant organisations
- maintain good working relationships with the local Guide Association
- represent Scouting in the local area
- be aware of local factors relevant to Scouting
- ensure that Scouting contributes to the local communities

9. Responsible for promoting local Scouting to the Public

- ensure that Scouting activities and events are communicated to the public
- ensure that Scouting in the District presents a good public image

10. Responsible for promoting HQ Policy and procedures

- keep up to date and promote HQ policy
- Specifically:**
- (a) Social inclusion / diversity**
- minority ethnic communities
- faith communities
- co-education
- young people with special needs
- areas of social exclusion
- (b) international dimension**
- understand international organisation of Scouting