



It starts with Scouts.

Tout commence
avec les Scouts.

Scouts Canada
Tri-Shores Council
531 Windermere Road
London ON
N5X 2T1
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helpcentre@scouts.ca
scouts.ca
T 519.432.1677

Council Chair–Property VOLUNTEER POSITION DESCRIPTION

Accountable to: Council Commissioner and Property Support Manager
Term: Appointed annually by the Council Commissioner, shall not hold office for more than three (3) consecutive years.
Time required: 8 to 10 hours per week (on average)
Scope of position: Works with Council and camp volunteers, and council support staff to ensure all Council properties are maintained and fun in a fiscally responsible manner and adhere to all Scouts Canada risk management procedures.

Responsibilities:

Work closely with the Council Key 3,

- Regularly attends Council Leadership Team meetings.
- Champion and implement Scouts Canada recognition programs and processes at the Council and Area level.

Actively participate as a member of the National Recognition Network:

- Share best practices and challenges related to recognition programs.
- Identify and prioritize opportunities for change.

Membership:

- Arrange for the distribution, and presentation of approved awards
- Serves as Manager of the Council Recognition Team (Deputy Area Commissioner – Recognition):
 - develops distribution and recognition processes
 - Improves awareness and understanding of recognition programs for all stakeholders.
 - Provides direct support to Groups and Areas to achieve volunteer recognition objectives.
 - Maintains accurate volunteer recognition records within MyScouts.
- Arrange workshops/training opportunities as appropriate
- Identify Group partners deserving recognition and provide support for recognition to occur.

Communication:

- Identify award recipients' accomplishment to local media.



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- Share Recognition procedures, for gallantry, meritorious conduct and outstanding service to Scouting, to the Council Leadership team
- Communicate on a regular and timely basis with the Council Key Three; report all progress and difficulties encountered.
 - Identify Pending or InActive people receiving commendations to Council Commissioner and DCC - Safety
- Prepare articles for Council webpages and newsletters, recognizing award recipients – submit to DCC Marketing and Communication for publishing

Program Support:

- Work with DCC – Special Events to organize and conduct an annual Adult Recognition Ceremony.
- Provide overview of Recognition process to newly appointed Area Commissioners

Program Evaluation:

- Ensure compliance with Scouts Canada's Policies, Procedures and Program Standards.

Volunteer Recruitment and Development Strategy:

- Demonstrate a commitment to quality Scouting concepts through personal development and sound management practices
- Work well in team settings and demonstrate ability to inspire confidence, team effort and leadership in others
- Review pending Commendations, Medals and written nominations monthly.
- Produce commendations, with office support, and distribute to Areas monthly.
- Review Council Scouters for their next award annually.
- Submit nominations received for gallantry and meritorious conduct to National Support Staff monthly, or as received.

Qualifications:

The ideal candidate will have:

- Two or more years experience as a Scouter.
- Completed Wood Badge training for one or more program Sections.
- Registered as a member of Scouts Canada.
- Knowledge and understanding of Scouts Canada's Volunteer Support Strategy and recognition programs
- Working Knowledge of MyScouts, able to run reports
- Working Knowledge of Excel spreadsheets
- Demonstrated leadership, management, problem solving and decision making skills



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- Excellent communication skills: ability to communicate clearly and professionally both verbally and in writing

Duties and Responsibilities:

1. Actively participates as a member of the Council Leadership Team
2. Chairs the Council Property Committee
3. Ensures that Property Committees are complying with monthly and annual inspections and the Annual Property Standards checklists are submitted on time.
4. Works with the Property Managers and Committees to further the development of the property within the national framework and directions of the Council.
5. Develops the equipment maintenance and replacement plans.
6. Develops a long-range development plan for council properties
7. Develops and monitors property conservation plans
8. Oversees major development projects
9. Develops and monitors property budgets to ensure optimum usage and that targets and goals are met.
10. Ensures that adult volunteers are recognized for their contributions through local/national awards process
11. Communicates on a regular and timely basis with the Council Commissioner and other Council stakeholders; reports all progress and difficulties encountered

Qualifications:

- Knowledge of property management or equivalent skills
- Demonstrated leadership, management, problem solving and decision making skills
- Has proven ability to inspire confidence, team effort and leadership in others
- Excellent communication skills: ability to communicate clearly and professionally both verbally and in writing
- Demonstrates a commitment to Scouting Mission, Principles and Practices through personal development and sound management practices