



DAC – Recognition (Honor & Awards)

South Lake Simcoe Area

Shining Waters Council

Scope of Position: The DAC (Deputy Area Commissioner)– Recognition is the principle point of contact between Council and the Area with respect to Honours and Awards. The DAC Recognition will maintain the list of recognition held by Area members and work to ensure that where recognition is lacking, the AC and appropriate GC are informed.

This position is accountable to the Area Commissioner and DCC (Deputy Council Commissioner) Recognition.

Term: Appointed/elected annually by the Area Commissioner in consultation with the members in the area to be served. The DAC shall not hold office for more than three (3) consecutive years.

Time Commitment: 8 - 10 hours a month (on average)

Key Responsibilities:

Responsibilities include Communication and ensuring that the Group Commissioners receive the service and support necessary for them to perform their roles. Typical roles and/or responsibilities may include but are not limited to:

1. Be pro-active in assisting the recognition process in imaginative ways.
2. Promote and encourage awards.
3. Participate as a member of the Area Management Committee and the Area Service Team.
4. Participate on the Council Recognition (Honours & Award) Committee.
5. Provide appropriate leadership in the recruitment, training, direction, supervision and evaluation of members of the committee.
6. Make certain that the committee is working and coordinated towards the Mission Statement and council goals and that there are regular opportunities to review progress.
7. Monitor areas of responsibility within the Council Plan and recommend changes where appropriate.
8. Ensure that correspondence and submissions are reviewed in a timely manner.
9. With members of the Council Recognition Committee, initiate succession planning for the Area.
10. With members of the Council Recognition Committee, assist and guide development of and where necessary, identify and prepare applications for members of the Area deserving of recognition, which may include awards issued by other agencies.
11. Review all Area Recognition submissions to ensure completeness and to suggest any changes necessary for consideration for a higher award. Forward submission to DCC in a timely manner.
12. Promote to all members of the Area, the procedures for recognizing gallantry, meritorious conduct and outstanding service to Scouting. Working with the Deputy Council Commissioner – Recognition and Deputy Area Commissioner Volunteer Development and Training, arrange workshops/training opportunities as appropriate.
13. Arrange for the notification and presentation of approved awards, based on developed practices.
14. In cooperation with groups, ensure that award recipients are appropriately identified to the local media.
15. Prepare articles for Red Arrow and Area newsletter, recognizing those who have received awards.
16. Working with groups, identify partners deserving recognition and ensure appropriate recognition takes place.

17. Working with the DCC and Area service team, organize and conduct an annual Adult Recognition Ceremony.
18. Develop materials on the recognition process for the area website and cross area communication.
19. Be part of the Council Honours & Awards network to develop and explore further honours and awards.

QUALIFICATIONS

- Willing to commit 8 – 10 hours per week.
- Maintain a cheerful, energetic, objective and positive attitude towards Scouting and fellow Scouters.
- Be a good communicator.
- Be able to work on a large team.
- Have knowledge of the By-Law, Policies, and Procedures of Scout Canada.
- Knowledge of Scouting's Mission Statement.
- Familiar with Scouts Canada resources and literature.
- Have leadership experience in at least one program section.
- Have a minimum of 3 years experience in the organisation, or equivalent experience in a leadership setting.
- Having attended and completed Wood Badge Part II in one or more program sections would be a definite asset.
- Having attended a Service Team and or National Training Event is an asset.
- Take appropriate training related to functioning in the role within one year.
- Willing to grow as a volunteer of Scouts Canada.

Relationships:

The Deputy Area Commissioner – Recognition works with:

- Area Commissioner
- Deputy Council Commissioner - Recognition
- Area Service Team
- Group Commissioners
- Assistant Area Commissioners - Recognition
- Deputy Area Commissioner – Volunteer Services (if applicable)
- Deputy Area Commissioner – Volunteer Development
- Area program resource Scouters, event organizers and trainers
- Area Support Manager
- Central Ontario Service Centre Staff

Attitude, Skills & Knowledge:

- Demonstrated commitment to the Mission, Principles and Practices of Scouts Canada.
- Demonstrated commitment to social inclusiveness.
- Demonstrated leadership, organization, communication, planning, problem solving and decision making skills.
- Willing and able to work as a member of a team.

Effective communication.

- Effective interpersonal relations.
- Planning, organizing, problem solving and decision-making.
- Knowledge of communities served.

- Knowledge of Scouting programs although this may be acquired.
- Knowledge of group community operations and the role of servicing.
- Coaching, mentoring; ability to provide guidance; facilitation and encouragement.
- Knowledge of the Honours and Awards recognition process
- Knowledge of Scouting's accreditation program

Communication:

- Represent the Area as a member of the Council Commissioner's team and provide monthly reports on the program status of the Area.
- Manage the flow of accurate and timely information on all Scouting matters, including procedure and policy changes.
- Develop positive working relationships with Group and Council Commissioners, Leaders and the community at large within their area.
- Encourage Section Leaders and Group management team members to attend Area Scouters' Clubs.

TO APPLY

If you are interested in joining this committee, please send your resume along with an outline of your current role in Scouts (Parents welcome), background experience and/or skills which you may have. Non Scouts members and students also welcome. Please submit to the Area Commissioner: Ersin Kutluoglu at ersink@scouts.ca.

Submissions for this role are due by September 30, 2017.