

Role of the Assistant County/Area Commissioner (Activities)



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Introduction

This is the third edition of the factsheet, which updates that coded (FS120110) and dated June 98. It provides assistance to County/Area Commissioners who are appointing Assistant County Commissioners/Assistant Area Commissioners (Activities). It will also assist ACC/AAC (Activities) in their appointment.

Further editions will be published in the light of experience. Publication of further editions will be notified in SCOUTING Magazine, Talking Points and the Activities Newsletter.

General

Any programme, whatever the Section, will no doubt include a variety of activities. During their training Leaders are encouraged to be imaginative and wide ranging in their planning. As the young person progresses through the Sections, the activities will, not surprisingly, become more adventurous and specialist in nature. For the Leader there is the task of developing a progressive programme to meet the young persons' expectations. A Leader will need assistance by way of expertise, materials, equipment and information.

Perhaps this is where the ACC/AAC (Activities) comes in. If asked to define, briefly, the role would be:-

to support (ultimately) the Leader in providing activities for Members of the Movement.

Why use the word ultimately? Simply because any Assistant County Commissioner or Area Commissioner cannot work directly with all the Leaders, or members, in the County/Area. Time, and the range of activities make this impossible.

The Appointment

No two Counties or Areas are the same. The County or Area Commissioner, in appointing an ACC/AAC, is responding to a particular need. The County/Area Commissioner in discussion with any ACC/AAC will suggest areas of responsibility and scope. This paper serves to highlight these areas for an ACC/AAC (Activities).

Some modification of the material presented in this paper will be appropriate - depending upon the needs identified within the County/Area, and bearing in mind the wishes of the County/Area Commissioner.

Relating to Others

In order to maintain communication and consultation within the County/Area, an ACC/AAC (Activities) will be in contact with many people. The first line of contact may be some or all of the specialist activity advisers, assessors and instructors involved in Air, Creative, Land, Technology and Water Activities, along with those supporting the Duke of Edinburgh's Award. This wide range of potential interest means that an ACC/AAC (Activities) cannot work alone. He must have specialist advice and support as appropriate.

The specialist activity advisers, assessors and instructors will assist the ACC/AAC (Activities) in supporting District Commissioners and Leaders in

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the safe provision of adventurous activities. The list of these supporting personnel is not exhaustive. They should be appointed as required to meet identified needs, development opportunities or the wishes of the County/Area Commissioner. For a variety of reasons, the County/Area Commissioner may decide to appoint, say, an ACC/AAC (Water Activities) rather than (or in addition to) a County/Area Water Activity Adviser. The essential elements are that the County/Area Commissioner has the team needed to run a particular County/Area and that there is a close relation between all Commissioners, Advisers, Assessors and Instructors involved with the provision and support of adventurous activities.

In Detail

As indicated earlier, the role of the ACC/AAC (Activities) will be determined by circumstances in the County/Area depending on the number of activities already supported by the County or Area, and on further development plans.

As a Commissioner it will be necessary to share with the County/Area Commissioner and the other Commissioners and Advisers in the ongoing support and development of the many aspects of Scouting in the County or Area.

Against this background, what will the ACC/AAC (Activities) have to do, and what sort of person should they be? The open-ended lists of statements that follow have been identified by several ACC/AAC (Activities). They might serve to indicate starting points for discussion.

Action

❖ **to co-ordinate the work of the Activities Team** - meeting with them at regular intervals, chairing meetings of the Team when convened, sharing information, preparing a framework for action representing their view to the County/Area Team (and the County/Area Executive Committee) when required, advising the County/Area Commissioner on the appointment of Activities Advisers.

- ❖ **to support members of the Activities Team** - each member of the Team will need support in varying forms; those more accustomed to the organisational structure of Scouting may need little, an Adviser recruited from outside the Movement a great deal. Some may need administrative support, others just encouragement.
- ❖ **to liaise with Section Assistant County/Area Commissioners** - planning together as there can be overlap of roles in supporting the Sections.
- ❖ **to respond to needs identified by the County/Area and District Teams** - some may be simple (just factual information), others may require planning spread over many months.
- ❖ **to keep informed of developments and trends** - both inside and outside Scouting, so as to remain up to date.
- ❖ **to inform the County/Area Commissioner** - of developments, your views, problems and successes!
- ❖ **to provide activity information for Leaders (and Members)** - which requires access to a wide variety of information and contacts.
- ❖ **to organise events** - in conjunction with members of the Activities Team, Sectional ACC/AACs and others, as requested and decided.
- ❖ **to promote national events** - in conjunction with other members of the Activities Team promote opportunities for Members of the Movement to extend their skills by attending national events.
- ❖ **to advise on the implementation of The Association's Activity Rules** - (especially in the support of District Commissioners) needing a clear understanding of the rules and their application.
- ❖ **to monitor and moderate, as appropriate the work of County/Area Activity Assessors** - to ensure a coherent pattern and standard of adventurous activity authorisations across the spread of topics involved.

- ❖ **to encourage the empowerment of young people** - to promote the need for appropriately competent young people to gain adventure activity authorisation.
- ❖ **to act, as appropriate, where no Adviser exists** - there will no doubt be essential items which will need attention, regardless of any plans for development.
- ❖ **to liaise with Headquarters** - as appropriate and as the need arises (especially with the Programme and Development Department and The Activities Office).
- ❖ **to liaise with other agencies** - youth organisations (including The Guide Association), specialist activity organisations, neighbouring Counties and representatives on national bodies.
- ❖ **to innovate** - introduce new activities, perhaps a mirror of those initiated nationally, or developing ideas put forward locally.
- ❖ **to represent the views of the County/Area to the National Activities Team** (through the regional representative) - a two-way process for monitoring developments and also sharing experiences with other ACC/AAC (Activities).
- ❖ **to support, as appropriate, the Sectional ACC/AAC and DC** - providing information and the resources of the Activities Team, as requested and decided.
- ❖ **to assist, as appropriate, with Adult Leader Training Courses** - each course has material relevant to the role of the ACC/AAC (Activities).
- ❖ **to disseminate information** - using whatever methods are appropriate, a County/Area Bulletin, or conversation - some Counties/Areas have produced an Activities Handbook.
- ❖ **to act as a clearing house for information for visiting Groups** - assisting and advising the County/Area Secretary and County/Area Camping Secretary as appropriate with specialist activity information, advice and contacts for visiting Groups.

Liaison

From the preceding list it is clear that the ACC/AAC (Activities) will be in contact with many people. To aid clarity they could be listed as:

- | | |
|-------------------------|---|
| Within Scouting | - Group Scout Leader and |
| The Group | Section Leaders |
| District Teams | - especially the DC and ADCs |
| County Team | - CC, other ACC/AACs - the Advisers and their teams of Specialists and helpers. - Adventurous Activity Assessors. |
| Regionally | - other ACC/AAC (Activities), including any regional representative |
| Nationally | - the National Commissioner for Activities, the National and Specialist Advisers for Activities, the Programme & Development Department and the Activities Office of the Programme & Development Department at Gilwell Park. |
| Outside Scouting | - The Guide Association (the County Appointments are the Arts Adviser and the Outdoor Activities Adviser). - Other members of the Youth Service. - Specialist clubs and organisations. - Local education authority, training agencies etc. - Duke of Edinburgh's Award. |

The Best Person

From the earlier statements, it is obvious that no individual can provide the expertise for all possible activities - indeed some ACC/AAC (Activities) may have no particular interest or hobby which would attract Members. The ACC/AAC (Activities) needs, therefore, to be an effective Administrator, Communicator, and Co-ordinator.

❖ **As an Administrator the ACC/AAC will need:**

- **an information bank** - this is not an instant acquisition, but will be collected at intervals. Material from the Information Centre at Gilwell Park would make a good start.

- **a retrieval system** - an index/filing system, capable of expansion and self-devised to suit local requirements.

- **to be familiar with administrative procedures.**

- **to be familiar with the process of budgeting and accounting.**

❖ **as a Communicator the ACC/AAC will need:**

- **to have, or develop, the skill of using the written and spoken word** -this may include talking to District gatherings or the individual expert. It could involve the presentation of information for bulletins or posters (using the skill of others when necessary).

- **to be aware of the functions of other members of the County Team** - the Sectional ACC/AAC and the Public Relations Advisers, for example.

❖ **as a Co-ordinator the ACC/AAC will :**

- **be sharing, guiding and encouraging many different people in giving their time and skill to members** - to achieve the Aim of The Scout Association.

- **appreciate the limitations of those with whom there is a working relationship** - particularly in terms of time and money.

- **require the ability to determine long and short term objectives** - to see them against the background of other responsibilities and functions in the County/Area.

- **need to have an eye on developments within local communities** - in order to seize opportunities as they are presented.

Publications Cross Reference

The current edition of:

Policy, Organisation and Rules of The Scout Association

Authorisation Scheme for Hill Walking and Mountain Biking

- FS120401

Authorisation Scheme for Climbing and Abseiling

- FS120402

Authorisation Scheme for Activities in Caves and Mines

- FS120403

Mountain Activity Assessment and Advice

- FS120405

Cave and Mine Activity Assessment and Advice - FS120410

Authorisation Scheme for Water Activities

- FS120601

Water Activity Assessment and Advice - FS120602

Authorisation Scheme for Air Activities

- FS120701