


Gasóga na hÉireann / Scouting Ireland			
	No:	Issued:	Amended:
	V&GS-TSC-003	19/02/2023	
	Next Review		
	Date: 1/10/2024		
	Category: The Scout County		
Title: Role Profile of the Deputy Scout County Commissioner			
Volunteer & Group Support Department			
Related Documents:			
Revision	Date	Description	
1	19/02/2023	Issued	
2	March 2025	Updated	

Role Description

The Deputy Scout County Commissioner assists the Scout County Commissioner in carrying out their duties and functions, as well as any other duties and functions as directed by the Scout County Management Committee, in accordance with the policies and procedures of Scouting Ireland, for the benefit of the Scout Groups within the Scout County, in conjunction with the Scout County Management Team.

Appointment Term

The Board of Scouting Ireland appoints the Deputy County Commissioner. The term of office of the Deputy County Commissioner is concurrent with the County Commissioner.

Appointment

The Deputy Scout County Commissioner is an appointment by the County Commissioner with the approval of the County Management Committee Meeting. Any Scouter undertaking the role of Deputy County Commissioner must be of Good Standing and registered with a chartered Scout Group within the Scout County of appointment. All Scouters for appointment will be required to agree to and complete the Scouting Ireland verification process.

The verification process of all Scouters is facilitated through the Volunteer & Group Support department, as returned by the County Secretary.

The County Secretary will contact the secretary of the Board of Scouting Ireland with the appointment of the Deputy County Commissioner for their approval of the appointment.

The newly appointed Deputy Scout County Commissioner must fully complete the relevant Commissioner training within 12 months of taking up their role as Deputy County Commissioner unless previously completed within the previous five years.

Failure to complete the relevant Commissioner training within 12 months of taking up their role will cause the appointment to be reviewed by the Board of Scouting Ireland.

The Deputy County Commissioner is a member of:

- The County Board
- The County Management Support Team

The Deputy County Commissioner works with:

- County Commissioner
- Youth Members
- Scouters
- Scout Groups
- Group Leaders
- Scout County Team
- Provincial Support Staff
- Provincial Commissioner
- Volunteer & Group Support Core Team

The Deputy County Commissioner is accountable to:

- County Commissioner
- County Board
- County Management Committee
- Volunteer & Group Support Core Team
- Board of Scouting Ireland

The Deputy County Commissioner is responsible for supporting and is also supported by, the:

- County Commissioner
- Scout Groups of the Scout County
- Group Leaders of the Scout County
- Scout County Management Committee
- Scout County Team
- Scout County Board
- Provincial Commissioner
- Provincial Support Staff
- Provincial Management Support Team
- Volunteer & Group Support Core Team
- Scouting Ireland Support Staff
- Board Of Scouting Ireland

Functions of the Deputy County Commissioner

Key areas of responsibility:

- To report to the Scout County Board at its annual general meeting of the Scout County.
- To coordinate the work of the Scout County in conjunction with the County Commissioner and the County Management Committee.
- To represent the County Commissioner at the Provincial Management Support Team meetings when necessary.

- To represent the County at National and Provincial conferences.
- Distribute National and Provincial communications to the Scout Groups in the Scout County.
- To assist with the implementation of the Scout County development plan.
- To ensure the observance of Scouting Ireland's policies, guidelines and procedures by the Groups and adult volunteers of the Scout County (by providing advice, support, and guidance, as required).
- To carry out any duties or functions of the appointment as determined by the Scout County Board, subject to the approval of the Volunteer & Group Support core team.
- Working with the relevant support staff member to help with the development of Scouting within the Scout County.
- To attend any Scout Group Council or Group Assembly meetings as necessary.
- Other duties and functions set out by the Scout County Board, subject to the approval of the Volunteer & Group Support core team and Board of Scouting Ireland.
- To support the development of Scouting within existing and new Scout Groups, in line with Scouting Ireland's Strategy.
- To deputise on behalf of the County Commissioner, as required.
- To support the County Commissioner in their roles and duties.

Key Competencies & Skills

The Deputy Scout County Commissioner should:

- Have good communication skills, both written and oral.
- Be a strong team worker.
- Have organisational skills.
- Have knowledge of current Scouting Ireland policies and procedures.
- Have competent IT skills.
- Have team management skills.
- Be able to delegate.
- Complete tasks in a timely fashion.
- Understand the time commitment involved.

Removal of the Deputy Scout County Commissioner

The Board of Scouting Ireland is the only body with the authority to remove the appointment of a Deputy Scout County Commissioner, through Scouting Ireland's policies and procedures.