


Gasóga na hÉireann / Scouting Ireland				
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	Category: The Scout County			Next Review Date: March 2028
	Title: Role Profile & Election Protocol of the Scout County Commissioner			
	Volunteer & Group Support Department			
Related Documents:				
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1	19/2/2023	Issued		
2	March 2025	Updated		
3	August 2025	Formatting Update		

1 Role Description

The Scout County Commissioner is primarily responsible for the management and coordination of the resources of the Scout County 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.

2 Appointment Term

The term of the County Commissioner will be three years. The County Commissioner may be elected to serve one further term of three years, provided the protocol in this document is followed. This appointment is subject to the approval of the Board of Scouting Ireland.

3 Election and Appointment

The County Commissioner shall be elected at the AGM of the Scout County Board. An open call will be sent to members of the Scout County seeking candidates for the position of County Commissioner. Any Scouter seeking nomination must be of Good Standing and registered with a chartered Scout Group within the Scout County where they seek election. The candidate for election will be nominated by a Scout Group from within the relevant Scout County and seconded by a further Scout Group. All individuals nominated will be required to agree to and complete a verification process as per Scouting Ireland procedures.

3.1 THE PROTOCOL FOR THE ELECTIONS AND APPOINTMENT OF THE COUNTY COMMISSIONER

Day		
0	Open Nominations	
14	Close of Nominations	

14	Nominations Verification Forms sent to V&GS Manager	
14	Announce Nominees	
14	Send out Ballot Papers	
25	Receipt of votes	
28	AGM or EGM of the Scout County, announcement of results of Election	

3.2 The election process starts on day 0, with the opening of nominations.

3.3 The County Secretary will send an open call to all Scout Groups in the Scout County to ask them to propose suitable candidates for the position of County Commissioner. A support staff member can assist the Scout County Secretary with circulating this open call to all Scouters of the Scout County if required. Scouters nominated for the position must be from a Scout Group within the relevant Scout County.

3.4 The information circulated with the open call should include:

- The candidate nomination form,
- the Scout County Commissioner's terms of reference (this document),
- the acceptance form for candidates,
- the support team verification form,
- the code of conduct for support teams.

3.5 All nominations should be received by the County Secretary (or support staff member) no later than 14 days after the open call is published.

3.6 The verification process of all candidates through the Volunteer & Group Support department, as returned by the County Secretary.

3.7 The county secretary should announce the nominees after the nominations close. This should be circulated to all Scouters via the Scout Group Secretaries.

3.8 A 'meet the candidates' event may take place. This is an opportunity for all validly proposed candidates to be given 5 – 10 minutes to present their vision for the role and then answer questions. After the nominations close, the County Secretary will organise this meeting with the support staff member. 7

3.9 The election will take place at the Scout County Board AGM.

3.10 The election shall be by secret ballot, where there is only one candidate, they will be elected by 50% +1 of the ballots cast. Evidence of nominations must be presented at the county AGM if requested of the County Secretary and the nominated candidates must be present at the Scout County AGM for there to be valid election.

3.11 The County Secretary will contact the secretary of the Board of Scouting Ireland with the successful candidate's name.

3.12 The County Secretary shall send the nomination form and all relevant documentation to the Provincial Commissioner for completion and then onward to the Volunteer & Group Support department.

3.13 Best practice says there should be a transition period when both the outgoing County Commissioner and the newly elected County Commissioner are working together. This should be no longer than three months.

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

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

4 The County Commissioner is a member of:

- The County Board
- The County Management Committee
- The Provincial Management Support Team

5 The County Commissioner works with:

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

6 The County Commissioner is accountable to:

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

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

- 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

8 Functions of the Scout 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.
- Ensuring regular meetings of the Scout County Management Committee (minimum of four times per year).
- Ensuring the AGM of the Scout County takes place annually.
- To represent the County at meetings of the Provincial Management Support Team.
- To represent the County at National and Provincial conferences.
- Distribute National and Provincial communications to the Scout Groups in the Scout County.
- To head and oversee the implementation of the Scout County development plan.
- To deliver Scouting Ireland's Strategy in the Scout County, in line with provincial and county development plans.
- 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 develop Scouting within the Scout County.
- To direct and support the affairs of any Scout Group not functioning satisfactorily.
- To attend any Scout Group Council or Group Assembly meetings as necessary.
- To assist a Scout Group Council in finding/identifying a suitable candidate for Group Leader when the position has been left vacant. Assist the Scout Group Council and support the affairs of the Group while a replacement Group Leader is being elected. Or delegate a suitable person to fulfil this function. This should take place within an agreed timeline.
- To process applications for the first registration of Scout Groups and Programme Sections in accordance with the policies of Scouting Ireland.
- To recommend the appointment of Group Leaders and Deputy Group Leaders to the Volunteer & Group Support core team via the Provincial Support Staff.
- Along with the support staff, conduct Group Leader inductions (Module 1) with new Group Leaders or Deputy Group Leaders.
- The Scout County Programme Co-ordinator and Scout County Training Co-ordinator will be appointed through an open call process within the county, and their term is coterminous with the County Commissioner. In the event that the open call does not return a suitable candidate, the County Commissioner shall nominate candidates for approval by the Scout County Management Team.
- 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 manage complaints and conflicts locally, working with all parties to mediate as early as possible as per Scouting Ireland policies and procedures, including the disputes and grievances processes.
- To support the development of Scouting within existing and new Scout Groups, in line with Scouting Ireland's Strategy.
- To verify Garda Vetting forms for Group Leaders in ROI.
- To nominate members of Scouting Ireland for awards, where appropriate.

9 Key Competencies & Skills

The Scout County Commissioner should:

- Have 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.

10 Removal of the Scout County Commissioner

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

11 Interim Scout County Commissioner

11.1 The Scout County Commissioner is an integral part of running a successful Scout County. It may arise that the person appointed to the role cannot fulfil that role for a limited time. This may arise due to ill health, extended work trips, etc. Likewise, a person holding the position may be prohibited from carrying out their responsibilities for one reason or another. For example, there may be a dispute involving the County Commissioner's own Scout Group and the Scout County. In these cases, it may be appropriate that the office holder temporarily stand back from the role until the situation is resolved. In the interim, the responsibilities of the appointment will need to be tended to. This section allows for another person to carry out the role temporarily and sets out how this should happen. This person will be an interim County Commissioner, and the full duties, responsibilities, and authority shall be transferred to this person for an agreed period of time. This interim appointment may be terminated by the Board of Scouting Ireland at any time.

11.2 If the County Commissioner is indisposed for a significant period, the Deputy County Commissioner may act in their stead. Any interim appointment must be approved by the Provincial Commissioner and the Volunteer & Group Support core team in consultation with the Board of Scouting Ireland. In the absence of a Deputy County Commissioner, the County Management Committee should identify a suitable Scouter to fulfil this role and then request an interim appointment to the Provincial Commissioner and Volunteer & Group Support core team. This interim appointment shall be monitored by the Provincial Commissioner, and the person appointed shall have an appropriate induction (Module 1) with the Provincial Commissioner (or a person nominated by them) and a member of the provincial support staff.

11.3 In the event of the County Commissioner being compromised or directly involved in a matter, the Deputy County Commissioner (or the person appointed as Interim County Commissioner in the absence of a Deputy County Commissioner) may act in their stead. Any such interim appointment must be approved by the Provincial Commissioner and the Volunteer & Group Support core team. This interim appointment shall be monitored by the Provincial Commissioner, and the person appointed shall have the appropriate Induction (Module 1) with the Provincial Commissioner (or a person nominated by them) and a member of the provincial support staff.