



NATIONAL ORGANISATION

Membership

1. The following are members of the Movement:
 - (i) Cub Scouts, Scouts, Venture Scouts and Rover Scouts who are members of a registered Group and insured
 - (ii) Scouters (Warranted)
 - (iii) Instructors and persons holding non-warranted or honorary rank
 - (iv) Members of Group Committee
 - (v) Members of Local Association
 - (vi) Members of the Council of the Scout Association of Jamaica.
2. Membership of the Movement is open to all Jamaicans of every class, colour and creed. (Membership is by application).
3. (i) Citizens of other countries may be admitted as members of the Movement subject to the approval of the Executive Committee of the Scout Council.
 - (ii) Scouts, Venture Scouts and Rover Scouts who have foreign citizenship will make or affirm the Scout Promise in the following form:

“On my honour I promise to do my best to love and serve God, and the country in which I am living, to help others and to obey the Scout law.”

Cub Scouts who have foreign citizenship make or affirm the Cub Scout Promise in the following form:

“I promise to do my best, to love and serve God and the country in which I am living, to help people, and to obey the Cub Scout law”

The full name and present address of any person so admitted, together with the name of any foreign Group of which the young person was a member, should be sent to Headquarters for record.

The appointment of a citizen of another country to warranted or non-warranted rank requires the special sanction of the Executive Committee of the Scout Council on the recommendation of the Chief Commissioner.

4. In view of the responsibility to parents and the specific dangers which have been found to exist, Local Associations and District Commissioners must take every precaution to ensure that no one whose moral character is in anyway open to suspicion is admitted to the Movement. Where a criminal offence may appear to have been committed, the District Commissioner must see that the police are informed without delay.



POLICY ON GIRLS IN SCOUTING

1. Girls may be allowed to join a Scout Troop and Cub Scout Packs where there is no existing Girl Guide Company in that particular area.
2. Where girls are admitted, after consultation and agreement between the District Commissioner, the Local Association, the Sponsoring Authority, and the Group Council, into a Troop, there must be at least two leaders, one of who must be a female. Where there is no female leader, for a period of more than six months, there should be no girls in the Troop.
3. No all female Troops are to be formed.
4. Where there are a disproportionate percentage of girls to boys in a Troop, the Leader must seek to address the numbers to bring about a balance favourable to the boy population.

Note: Though it is the wish of Scouting to integrate, the Association is mindful of the fact that the 'Boy' must have an avenue of activities that bring about an understanding of his gender. Evidence is showing that where females have been allowed to enter a male-oriented organisation, the male population reduces drastically and this fact must be taken into consideration by our leaders. It is also desirable that in the Scout, Venture and Service sections, the dominant leader be male.



THE JAMAICA SCOUT COUNCIL

1. As provided in the Articles of Association, the Scout Council is appointed each year and consists of:
 - (i) The President, Vice President, Honorary Vice Presidents
 - (ii) Chairman of the Executive Committee
 - (iii) Treasurer
 - (iv) Secretary
 - (v) All Scout Commissioners in Jamaica
 - (vi) The Chairman and Secretary of each Local Association, together with two other representatives (one Scouter {districts with over 1000 in registered membership should be allowed two Scouters}, other than a Commissioner and one lay) appointed annually by the Local Association
 - (vii) Two representatives of the National Youth Forum
 - (viii) Other persons co-opted annually including representatives of bodies with which it is desired to maintain co-operation, e.g. Girl Guides, The Ministries of Education and Youth, Culture and Sport, the Council of Voluntary Social Services, religious bodies, other 'Boy' organisations, B.P. Scout Guild (referred to as Nominated Members)
 - (ix) Associates Members (Life and Paid up Members)
 - (x) Elected Members (No more than twelve).

2. The functions of the Jamaican Scout Council are:
 - (a) To promote the welfare of the Movement and to arrange for harmonious relationships between Local Associations and with other organisations.
 - (b) To appoint the Officers of the Council and other members of the Executive Committee and to act in all matters concerning Finance, Warrants, Awards and Property.
 - (c) The Quorum of the Council shall be sixteen (16) members



OFFICERS

The Officers of the Association so provided for in the Articles of Association are:

(a) Chief Scout

The office of Chief Scout is normally held by the holder of the office of Governor General. If the Governor General, for any reason, is unable to accept the office, a Chief Scout shall be elected as provided in the Articles of Association.

(b) President

The President of the Association is elected by the Scout Council at an Annual Meeting and holds office for a term of three years. The functions of the President of the Association are to encourage the welfare and progress of the Movement in Jamaica.

(c) Vice Presidents

Vice Presidents are elected at each annual meeting and shall perform the duties of President if the President is absent or otherwise unable to perform the duties of his office.

(d) Chairman of Executive Committee

The Chairman is elected annually by the Scout Council. The Chairman shall preside at meetings of the Executive Committee and shall be responsible generally for the administration of the Association.

(e) Treasurer

1. The Treasurer is elected annually by the Scout Council.
2. The Treasurer shall perform the duties which are usual to this office. He/she will receive all moneys and pay certified bills on behalf of the Scout Association of Jamaica. The treasurer will make arrangements for an account to be kept of all funds.

(f) Secretary

1. The Secretary is elected annually by the Jamaica Scout Council.
2. The functions of the Secretary shall include the following:
 - (i) To serve as Secretary of the Jamaica Scout Council.
 - (ii) To perform the duties which are usual to this office.
 - (iii) To undertake such other duties as may be assigned to him by the Executive Committee.

(g) Chief Commissioner

The Chief Commissioner is appointed by the Chief Scout on the recommendation of the President, the Deputy Chief Commissioners, and the Assistant Chief Commissioner and shall hold office for a term of three years. No person so appointed shall hold office for more than two consecutive terms.



The responsibility of the Chief Commissioner shall be:

- (i) To promote the organisation and general welfare of the Scout Movement in conjunction with the Scout Council.
- (ii) To secure the services of persons suitable for appointment as Commissioners, and to supervise their activities.
- (iii) To approve the granting and withdrawal of Warrants, on the recommendation of the Warrants committee.
- (iv) To promote the organisation and effective working of Local Associations.
- (v) To consider applications for Awards and make recommendations to the Executive Committee of the Scout Council as recommended by the Awards Committee.
- (vi) To encourage the training of Scouters.
- (vii) To co-opt and maintain good relations with the Girl Guides and other Youth organisations.

(h) Deputy Chief Commissioners

The Deputy Chief Commissioners are appointed by the Chief Scout on the recommendation of the Chief Commissioner and the President. A Deputy Chief Commissioner shall hold office for a term of three years but shall be eligible for re-appointment. The Deputy Chief Commissioners are required to assist the Chief Commissioner in the performance of his duties and to undertake such specific assignments as maybe delegated to them by the Chief Commissioner.

In the absence of the Chief Commissioner or under special circumstances as may arise, a Deputy Chief Commissioner shall act for, or represent the Chief Commissioner.

(i) Assistant Chief Commissioners

The Assistant Chief Commissioners are appointed by the Chief Scout on the recommendation of the President and the Chief Commissioner. An Assistant Chief Commissioner shall hold office for a term of three years but shall be eligible for re-appointment. Each Assistant Chief Commissioner shall perform such duties as the Chief Commissioner may assign to each.

(j) National Training Commissioner and Training Team

The office of National Training Commissioner shall be held by a person not below the rank of an Assistant Chief Commissioner. He shall be assisted by Leader Trainers and Assistant Leader Trainers appointed by the Chief Commissioner on the recommendation of the National Training Commissioner.

The National Training Commissioner, together with the Leader Trainers and Assistant Leader Trainer shall form the National Training Team and are selected for their suitability to train Scouters and Committee members.

Members of the National Training Team shall normally hold Warrants as Scout Leaders.



They shall assist the Chief Commissioner and District Commissioners in providing facilities for and in encouraging the training of leaders, and in organising Basic and Advanced Training.

- (a) Before being appointed as an Assistant Leader Trainer, a Scouter must have:
 - (i) completed Advanced Training/Wood Badge
 - (ii) had experience of helping on courses
 - (iii) attended a National Trainer Course.

- (b) Before being appointed as Leader Trainer the Scouter must have:
 - (i) completed Advanced Training/Wood Badge
 - (ii) assisted on at least two advanced courses
 - (iii) attended an International training team course.

The Executive Committee

Its Role and function

The duties and responsibilities of the Executive Committee shall be to promote and further the Scout Movement in accordance with the Objects and Aims of the Association.

The general management of the affairs of the Association shall be the responsibility of the Executive Committee which shall exercise all such powers of the Association as are not, by the Act or by these Articles required to be exercised by the Association in General Meeting, subject nevertheless to the provisions of the Act and these Articles and to such Bye-Laws, being not inconsistent with the aforesaid provisions, as maybe prescribed by the Council; but no regulations or Bye-Law made by the Council shall invalidate any prior act of the Executive Committee which would have been valid if that Regulation or Bye-Laws had not been made.

The Executive Committee shall be Chaired by the Chairman of the Executive Committee and consist of Ex-Officio and Elected Members as follows:

- 1. Ex-Officio
 - a. Officers of the Council
 - b. The Chief Commissioner
 - c. The Deputy Chief Commissioners
 - d. The Assistant Chief Commissioners
 - e. National Training Commissioner
 - f. The Executive Commissioner
 - g. All District Commissioners
 - h. Field Commissioners



2. Elected

Ten persons elected annually by the Council from the nominated and elected members of the Council, other than Scouters nominated by the Local Association.

To include:

Chairpersons of Sub-Committees

Finance

Fundraising

Property

Awards and Warrants

Public Relations

Scout Shop

3. Co-opted

Not more than two persons who may or may not be members of the Council Co-opted and appointed annually by the Executive Committee in its discretion and who shall retire at the Annual General Meeting following appointed but who shall be eligible for re-appointment

4. Quorum: Ten (10) members.

The Management Committee

A Management Committee is formed of Selected Members of the Executive Committee to carry on the day to day activities and report to the Executive Committee at its meetings and chaired by the Chairman of the Executive Committee.

The Management Committee shall include:

Chairman of the Executive Committee

Treasurer

Secretary

Executive Commissioner

Chairmen of Sub-Committees

Finance

Fundraising

Property

Awards and Warrants

Public Relations

Scout Shop

Chief Commissioner

Deputy Commissioners

National Training Commissioner

Field Commissioners (Co-opted)

Executive Secretary

Quorum: Seven members (Three each from both sections of the Organisation (Uniform and Lay) plus one from either.



The Sub-Committees are made up of the Chairmen, representatives (2) of the Uniform section and Co-opted persons for the carrying out of the responsibility given to the particular Sub-Committee.



HEADQUARTERS STAFF

The Executive Commissioner

Reporting Duties

The Executive Commissioner reports to the Chief Commissioner and the Chairman of the Executive Committee.

Supervisory functions

The Executive Commissioner supervises the following paid employees:-

- Executive Secretary
- Field Commissioners
- Scout Shop Assistant
- Typist
- Office Attendant
- Caretaker

Responsibilities

The Executive Commissioner is responsible for:

- The efficient operations of the administrative services to ensure adequate support function for the effective conduct of the programmes of the Scout Association of Jamaica.
- The general promotion of Scouting through:
 - the projection of a favourable image to maintain its prestige in the eyes of the public
 - the fostering of harmonious relationship with all persons, associations and corporations
 - special emphasis on the recruitment, development and motivation of personnel.
- The proper maintenance of the Headquarters and its surroundings situated at 2D Camp Road, Kingston 5.

Duties

The main characteristics of the duties include:

- a) Effective management of the Headquarters Secretariat and the Field Commissioners.
- b) Adequate supervision of all paid employees in the performance of their duties.
- c) Interpretation and enforcement of policies, standing orders and agreements of the Scout Association of Jamaica.
- d) Control of the liquid assets and the recording and accounting functions of the Scout Association of Jamaica.
- e) Co-ordination of the work of all committees and reporting on activities to the Chief Commissioner and the Executive.
- f) Maintenance of proper security and adequate insurance coverage against perennial risks.
- g) Other duties as maybe assigned from time to time within the prevue of the officer.



Performance Appraisal Criteria

The performance of the Executive Commissioner will be assessed on:

- a) Ability of the administration to cope with demands and targets.
- b) The quality and image projected by the Secretariat and staff.
- c) Effectiveness of cash, revenue and expenditure control.
- d) Timeliness and accuracy of records and reports.
- e) General appearance and security of the Headquarters.

Special Characteristics

- Be a uniformed leader.
- Be the holder of a valid driver's licence
- Possess considerable training and up to five (5) years' experience in a management/supervisory position.
- Possess good written and oral communication skills.
- Be computer literate.
- Be knowledgeable of the policies and standing rules of the Association as contained in the P.O.R. of the Scout Association of Jamaica.

Executive Secretary

Reports to: Executive Commissioner

Job Purpose

- To provide secretarial and administrative support to facilitate achievement of corporate goals, objectives and targets, and in keeping with the Association's vision and mission.

Key Outputs

- Typed correspondence, reports, memos and documents.
- Weekly, monthly and quarterly reports.
- Agendas and minutes of meetings.
- Filing systems.

Job Responsibilities

1. Type reports, official correspondence and other miscellaneous documents.
2. Draft standard letters and routine correspondence.
3. Prepare meeting agendas and take minutes.
4. Receive and process incoming mail.
5. Action routine correspondence in accordance with guidelines given.
6. Develop and maintain filing systems to facilitate easy access.
7. Receive and make telephone calls as advised.



8. Set and confirm appointments and make necessary arrangements and preparations.
9. Maintain adequate supply of office stationery and other materials.
10. Assist in the collection and preparation of standard monthly reports.
11. Perform duties as assigned and as required for the operation and maintenance of the Scout Association of Jamaica.
12. Perform other related duties as directed by assigned Manager.

Field Commissioner

Reporting Duties

The Field Commissioner reports to the Executive Commissioner/Chief Commissioner.

Job summary

The Field Commissioner under the general direction of the Chief Commissioner/Executive Commissioner to develop Scout Troops, Cub Scout Packs, Sea Scouting, Air Scouting, Venture Scouting, Rover Scouting, Extension Scouting and Local Association in districts assigned.

Responsibilities

The Field Commissioner is responsible for:-

1. assisting Area and District Commissioners and Local Associations with the growth and development of Scouting at District level.
2. discussing itinerary of work with Area and District Commissioners and present same to the Executive/Chief Commissioner for approval.
3. targeting the formation of a minimum of three new groups monthly in each District assigned.
4. preparing and presenting to the Chief Commissioner, a monthly report of achievements and forecasts in respect of activities.
5. visiting groups and giving technical support and guidance to all existing groups – District Commissioners, Local Associations, Scout Troops, Cub Packs, Venture Units, Rover Units and Group Committees.
6. assisting District Commissioners with training of all members of the District.
7. assisting Local Associations in identifying qualified personnel and in achieving annual quotas.
8. ensuring that all groups in the Districts are duly registered and insured.
9. maintaining a harmonious relationship with all members of the Association.
10. keeping and maintaining an up-to-date record of groups in the Districts.
11. participating in District, Area and National activities.
12. conducting self in a manner that fosters emulation.

Standard of performance

The Field Commissioner should:



1. be conversant with day-to-day activities of Scouting at the District level.
2. present his itinerary not later than the first working day of each month.
3. ensure that new groups formed are registered and insured and must be of the minimum numbers as specified in P.O.R.
4. present monthly reports on the prescribed form.
5. be able to communicate effectively and technical assistance should be related to the P.O.R.
6. be able to plan and organize effective and realistic training in accordance with the P.O.R.
7. ensure that qualified persons are selected for Local Association in accordance with the P.O.R.
8. ensure that groups are registered and insured in accordance with the P.O.R.
9. be able to take a clinical approach to human relations and interpersonal relationships.
10. ensure that written records are in relationship to accepted standards.
11. conform to the accepted social and professional norms.

AREAS/ZONES

The Scout Association may be divided into Zones or Areas for the effective management of the Scout Programme and activities. Each Zone/Area will have a number of Districts assigned and be overseen by Deputy Chief Commissioners as assigned.

EXTERNAL RELATIONS

1. The Association is not subject to control by any Department of State.

2. **Girl Guides:**

Co-operation between the Girl Guides Association of Jamaica and the Scout Association of Jamaica should be as close as possible with particular reference to the development of joint public or community projects.

Joint training of Scouts and Guides may be carried out in specific subjects when suitable arrangements are made with the approval of the respective Chief Commissioners or their accredited representatives. In every case there must be proper supervision.

The exchange of Scout and Guide Training Instructors is permissible for the teaching of subjects in which they are especially proficient but must be arranged through the respective commissioners concerned.

Adhere to the WAGGS/WOSM agreement on girls in Scouting.

3. **Other National Organisations**

The Association should promote friendly relations with other organisations of non-political character having similar aims.

4. **The World Scout Bureau**

The Scout Association of Jamaica, in common with all recognised Scout Associations of other



countries, is registered with the World Scout Bureau, which is responsible for the recognition and registration of National Associations throughout the world and for the organisation of international events. (The World Bureau is controlled by a World Committee elected bi-annually by the World Scout Conference, and is administered by a Secretary General appointed by the World Committee).

5. **The Interamerican Region**

The Interamerican Scout Conference and the Interamerican Scout Committee were established at the meeting held in Bogota, Colombia, in 1946, by the accredited representatives of those National Scout Organisations of the American Continent which practised the Scout Movement at that time and which has been recognised by the World Scout Conference. Both bodies were subsequently recognised by Resolution #9 adopted by the XI World Conference in Rosny, France, in August 1947.

The Interamerican Scout Organisation is part of the World Organisation of the Scout Movement and is constituted by the members of the latter so desiring within the geographic area of the Interamerican Region, which will be defined periodically by the World Committee.

The Interamerican Scout Conference is the governing body of the Interamerican Organisation.

The Interamerican Scout Organisation shall be led and administered by the Interamerican Scout Committee, on the basis of the objectives, policies and lines of action established by the Scout Conference.