

1 **SCOUTS CANADA**

Seventh Draft

2 **POLICIES AND PROCEDURES MANUAL**

3 **SECTION I – SCOUTS CANADA STRUCTURE**

4 **(i) Organization Structure**

5 **(a) Preamble** - The structure of Scouts Canada will maximize the effective deployment of
6 volunteers and employees to ensure the program is delivered with a synergistic teamwork approach
7 across Canada, including appropriate support services and completed in the most cost efficient manner.

8 **(b) Management** – under the terms of By-law #2, Article IV (d)(v) the Executive Commissioner
9 & Chief Executive Officer (CEO) reports to the Board of Governors through the Chief
10 Commissioner and is responsible for all activities of the Corporation in accordance with the
11 general policies of the Board of Governors.

12 **(c) Structure** – Scouts Canada has a single line of accountability reporting to the Chief
13 Commissioner who will also serve as the Chair of the Board. The Executive Commissioner &
14 Chief Executive Officer (CEO) will focus in two main areas - Program and Operations and is
15 accountable to the Board of Governors through the Chief Commissioner.

16 **(d) Adult Volunteers** – appointments, positions, roles, accountability and responsibility shall have
17 the meanings ascribed to them in the Scouts Canada Policies and Procedures Manual, Section (
18) – Appointments.

19 **(e) Employees** – Shall have the meanings ascribed to them in the Scouts Canada Policies and
20 Procedures Manual, Section () and the Scouts Canada Personnel Policy.

21 **(f) Program** - Program management activities are generally managed by volunteers
22 (Commissioners and their volunteer staff) and are resourced by Scouts Canada employees.
23 Program management activities include:

- 24 (i) program quality;
 - 25 (ii) program delivery;
 - 26 (iii) volunteer recruitment;
 - 27 (iv) volunteer development;
 - 28 (v) youth involvement;
 - 29 (vi) special events;
 - 30 (vii) membership (retention and growth through program);
 - 31 (viii) international relations and outreach; and
 - 32 (ix) recognition (Honours & Awards).
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37 (g) **Operations** - The Executive Commissioner & Chief Executive Officer (CEO) has overall
38 management responsibility. Operational management activities are generally managed by Scouts
39 Canada employees (Executive Directors, with their professional and support staff) and, when
40 necessary, volunteer advisory groups can be created. Operations management activities include:

- 41 (i) general administration;
- 42 (ii) financial administration and control;
- 43 (iii) revenue development;
- 44 (iv) human resource management (employees);
- 45 (v) risk management;
- 46 (vi) insurance and claims management;
- 47 (vii) information management;
- 48 (viii) retail services/scout shops;
- 49 (ix) property/facility management;
- 50 (x) legal matters;
- 51 (xi) membership (new Charter Groups);
- 52 (xii) membership management system/member registration, and chartering of groups;
- 53 (xiii) membership termination procedures
- 54 (xiv) marketing; and
- 55 (xv) communications.

56 (h) **Organizational levels:**

- 57 (i) Division
- 58 (ii) Council
- 59 (iii) Service Area
- 60 (iv) Charter Group
- 61 (v) Section

62 (i) **Divisions** - Operations Division, Program Division located at the corporate office and Field
63 Divisions. The prime focus of Field Divisions will be operational activities and overall
64 supervision of the Councils within the Divisions.

65 (j) **Council** – A Councils prime focus will be program activities, including recruitment of youth,
66 starting new Charter Groups and program support. Councils are created based on membership
67 and ability to service. Councils can only be created, deleted and changed with the approval of
68 the Executive Commissioner & Chief Executive Officer (CEO):

- 69 West Division - three (3) Councils in BC-Yukon
- 70 - two (2) Councils in Alberta/NWT
- 71 - Council in Saskatchewan
- 72 - Council in Manitoba

- 73 Central Division - eight (8) Councils in Ontario/Nunavut
- 74 - Council in Quebec
- 75 East Division - Council in Nova Scotia
- 76 - Council in Newfoundland & Labrador
- 77 - Council in New Brunswick/Prince Edward Island

78 **(k) Service Area** - A Council may designate any area under its jurisdiction as a Service Area. The
 79 prime focus of a Service Area will be membership development and support of Scouts
 80 Canada's programs.

81 **(l) Charter Group** - is chartered by Scouts Canada to operate one or more program sections
 82 which are referred to as Colony, Pack, Troop, Company and Crew, as well as specialty
 83 sections such as ScoutsAbout and Extreme Adventure which may be added to achieve the
 84 Scouts Canada Mission. (reference to Section () Program, Policies and Procedures Manual)

85 **(m) Section** - is a subdivision of a Charter Group based on a program of Scouts Canada.
 86 Members in Beavers are formed into Colonies, Wolf Cubs into Packs, Scouts into Troops,
 87 Venturers into Companies and Rovers into Crews. A grouping of members in a ScoutsAbout
 88 or Extreme Adventure program are also referred to as Sections. (reference to section ()
 89 Program, Policies and Procedures Manual).

90 **(ii) OPERATIONS ADVISORY COMMITTEE**

91 **(a) Purpose** - The Operations Advisory Committee will advise, consult, make recommendations,
 92 implement and provide feedback to the Executive Commissioner & Chief Executive Officer
 93 (CEO) on all matters pertaining to policy and day to day management including program
 94 management activities, Section I(i)(f) and operations management activities (Section I(i)(g).

95 **(b) (i) Membership** - The Executive Commissioner & Chief Executive Officer (CEO) will
 96 serve as chair. The members will include (reference to Section () Appointments,
 97 Policies and Procedures Manual): the International Commissioner; Divisional
 98 Commissioner - Program Division; Divisional Commissioner - Youth; Divisional
 99 Executive Director - Operations Division; Divisional Executive Director - Program
 100 Division; Divisional Commissioners; Divisional Executive Directors; Assistant Divisional
 101 Commissioners - Youth; and the Corporate Comptroller.

102 **(ii) Temporary Membership** - The Committee may, from time to time, and with the
 103 approval of the Executive Commissioner & Chief Executive Officer (CEO), recruit
 104 additional members on a temporary basis to assist with a specific event or task and,
 105 when necessary, to provide a specialized skill set.

106 **(c) General Duties:** Advises, consults, provides feedback and makes recommendations regarding
 107 the following:

- 108 (i) continuous improvement of our youth programs and the quality and effectiveness of their
109 delivery;
- 110 (ii) effective procedures to achieve significant inclusion and development of youth members
111 in leadership roles throughout the organization;
- 112 (iii) an effective and efficient centralized membership management system;
- 113 (iv) a corporate controlled financial management system designed to be cost efficient while
114 providing the appropriate financial controls and reporting;
- 115 (v) preparation and implementation of all special events and activities;
- 116 (vi) preparation and implementation of effective business, financial and risk management
117 plans;
- 118 (vii) effective relationships with all levels of government, the private and not-for-profit sector
119 and, in particular, those organizations focused on youth;
- 120 (viii) relations with the World Scout Bureau and other national scout organizations as well as
121 support for and participation in international scouting events, projects and activities;
- 122 (ix) a cost-effective and reasonable application of Canada's bilingual character as it relates
123 to publications of Scouts Canada;
- 124 (x) effective relationships with current and potential sponsors, including all aboriginal and
125 cultural communities, while being sensitive to and respecting the needs of the cultural
126 roots of Canada;
- 127 (xi) preparation and maintenance of position descriptions for key volunteers and staff in
128 Divisional and Council roles;
- 129 (xii) the Division, Council and Charter Group levels ensuring compliance with the By-law,
130 Policies and Procedures of Scouts Canada; and
- 131 (xiii) an effective communications strategy.

132 **(iii) ORGANIZATIONAL LEVELS**

133 **(a) Divisions:**

134 **(i) Operations Division**

- 135 **1. Purpose** - To be responsible for the delivery of the operations management
136 activities of Scouts Canada as defined in Section I (i)(g)(i)- (xiii).
- 137 **2. Structure and Staffing** - The Division will consist of the following service
138 components, staffed by full time employees of Scouts Canada; Finance, Human
139 Resources, Retail Services, Information Management, Revenue Development,
140 Central Registry (records management, mailings and reception) and
141 Administration (legal, insurance risk management), as well as general
142 administration support. The Division will be the responsibility of the Divisional

143 Executive Director - Operations who is accountable to the Executive
144 Commissioner & Chief Executive Officer (CEO).

145 **3. Volunteer Support** - The Divisional Executive Director - Operations at his/her
146 discretion or as directed by the Executive Commissioner & Chief Executive
147 Officer (CEO) will put in place a volunteer advisory group or task group to
148 provide a specialized skill set or level of experience to address a particular
149 need.

150 **4. General Duties:**

151 A. To develop and implement the appropriate procedures, business plans
152 and support mechanisms to ensure the operations management activities
153 (Section I (i)(g)(i)- xiii) are achieved in an effective and efficient manner
154 based on the policies and direction of the Board of Governors.

155 B. To provide guidance to the Board of Governors and the Operations
156 Advisory Committee on operational matters, through the Executive
157 Commissioner & Chief Executive Officer (CEO).

158 C. To ensure compliance

159 (ii) **Program Division**

160 **1. Purpose** - To be responsible for the delivery of the program management
161 activities of Scouts Canada as defined in Section I (i)(f)(i)-(ix) and (g) (xiv)-
162 (xv).

163 **2. Structure and Staffing** - The Division will consist of the following Committees
164 and Services; Program, Communications, International Relations, Youth and
165 Honours and Awards to provide support in the achievement of the program
166 management activities as defined in Section I (i)(f)(i)-(ix) and (g) (xiv)-(xv).

167 The Division services will be the responsibility of the Divisional Executive
168 Director - Program who is accountable to the Executive Commissioner & Chief
169 Executive Officer (CEO).

170 The Program Committee will be responsible to the Divisional Commissioner -
171 Program who is accountable to the Executive Commissioner & Chief Executive
172 Officer (CEO).

173 The International Relations Committee will be responsible to the International
174 Commissioner who is accountable to the Executive Commissioner & Chief
175 Executive Officer (CEO).

176 The Youth Committee will be responsible to the Divisional Youth Commissioner
177 who will chair the Committee and is accountable to the Executive Commissioner
178 & Chief Executive Officer (CEO).

179 The Honours and Awards Committee will be responsible to a volunteer chair
180 appointed by the Divisional Commissioner - Program.

181 **3. Additional Volunteer Support** - The Executive Commissioner & Chief
182 Executive Officer (CEO) and/or the Divisional Executive Director - Program
183 may put in place a volunteer advisory group or task group to provide a
184 specialized skill set or level of expertise to address a particular need.

185 **4. General Duties:**

186 A. To develop and implement the appropriate procedures, business plans
187 and support mechanisms to ensure the program management activities
188 (Section I (i)(f)(i)-(ix) and (g)(xiv)-(xv)) are achieved in an effective and
189 efficient manner based on the policies and directions of the Board of
190 Governors.

191 B. To provide guidance to the Board of Governors and the Corporate
192 Management Advisory Committee on program matters through the
193 Executive Commissioner & Chief Executive Officer (CEO) .

194 C. To ensure compliance.

195 **(iii) Field Divisions**

196 **1. Purpose** - To be responsible for the program and operations management
197 activities of Scouts Canada as defined in Section I (f) and (g) within the
198 geographic boundaries of the Division, ensuring that administrative duties and
199 operations management activities are centralized at the Division level, while
200 ensuring that program management activities are decentralized as close to the
201 Charter Group-section level as possible.

202 **2. Structure and Staffing** – Volunteers and full time employees of Scouts
203 Canada will provide the appropriate administrative support as it pertains to both
204 program and operations management activities and be responsible to the
205 Divisional Executive Director who is accountable to the Executive
206 Commissioner & Chief Executive Officer (CEO) (reference to Section ()
207 Appointments and Section () Executive/Support Staff, Policies and Procedures
208 Manual.

209 The Divisional Commissioner will provide program management activities,
210 supervision and support to the Councils within the Division in consultation with
211 the Assistant Divisional Commissioner - Youth, supported by the Divisional
212 Executive Director, and is accountable to the Executive Commissioner & Chief
213 Executive Officer (CEO) .

214 The Assistant Divisional Commissioner – Youth will assist and advise in the
215 provision of program management activities, supervision and support to
216 Councils within the Division in consultation with the Divisional Commissioner,
217 supported by the Divisional Executive Director, and is accountable to the
218 Divisional Commissioner.

219 The Divisional Executive Director will provide staff support to the Division with
220 a primary focus on day-to-day management, administration and personnel
221 issues and is responsible to the Divisional Commissioner and accountable to the
222 Executive Commissioner & Chief Executive Officer (CEO)

223 **3. Membership** - Membership of a Field Division shall consist of a Divisional
224 Commissioner, an Assistant Divisional Commissioner – Youth and a Divisional
225 Executive Director.(reference to section () ‘Appointments and section ()
226 ‘Executive/Support Staff’)

227 **4. General Duties** - A Division shall:

- 228 A. represent the interest of the Councils and Charter Groups within the
229 Division at the Operation Advisory Committee;
- 230 B. promote and further the Mission of Scouts Canada within its assigned
231 area;
- 232 C. apply the Principles, Policies and Procedures of Scouts Canada within
233 its assigned area;
- 234 D. be responsible for management and control of all financial assets and
235 obligations within its assigned area including inventory management and
236 compliance with regulatory authorities (taxes and charitable receipts);
- 237 E. arrange for all property, real and/or personal, acquired for the use of
238 Scouts Canada within the Division at any level to be held in the name of
239 Scouts Canada by a company which is owned or completely controlled
240 by Scouts Canada, the management of which is delegated to the
241 Division and is incorporated for the sole purpose of holding Scouts
242 Canada property;
- 243 F. promote cooperation with other organizations having a similar purpose;
- 244 G. promote and administer the Honours and Awards program of Scouts
245 Canada;
- 246 H. administer and be responsible for Scout Shops;
- 247 I. manage revenue development within the Division;
- 248 J. administer the Scouts Canada Membership Management System;

- 249 K. furnishing to the Board of Governors, through the Executive
250 Commissioner & Chief Executive Officer (CEO), an annual audited
251 financial statement and compliance certificates required by the Executive
252 Commissioner & Chief Executive Officer (CEO) ; and
253 L. carry out such other duties as may be assigned by Executive
254 Commissioner & Chief Executive Officer (CEO) .

255 **5. Management Operating Procedures:**

- 256 A. A Field Division shall develop a set of Management Operating
257 Procedures consistent with Scouts Canada's Mission, Principles,
258 Policies and Procedures for:
- 259 (I) the management of the Division;
 - 260 (II) supervision of Councils; and
 - 261 (III) application of the Policies and Procedures of Scouts Canada.

262 **(b) Councils**

- 263 **(i) Purpose** - To work together as a team of full time employees and volunteers to
264 effectively and efficiently coordinate plans, identify problems, provide service and
265 support while focused on the key program management activities (Article XVI (d)).
- 266 **(ii) Structure and Staffing** – Volunteers and full time employees will provide the
267 necessary administrative support required at a Council level and be directly involved in
268 membership development. Full time employees will be responsible to the Council
269 Commissioner for Program matters and accountable to the Divisional Executive
270 Director in all matters. A Council Commissioner and Assistant Council Commissioner -
271 Youth, with an appropriate volunteer team, will manage, supervise and monitor the
272 program management activities within their Council, supported by the Council Executive
273 Director and accountable to the Divisional Commissioner. (reference to Section ()
274 'Appointments')
- 275 **(iii) Membership** - of a Council shall consist of a Council Commissioner, Assistant Council
276 Commissioner - Youth, Council Executive Director and such other positions and
277 members as may be set out in the Management Operating Procedures of the Council.
- 278 **(iv) General Duties:**
- 279 1. Supervise, monitor and manage the program management activities within the
280 Council.
 - 281 2. Express the interests of the service areas, Charter Groups and
282 Sponsors/Partners of the Council at the Division level.
 - 283 3. Create Service Areas based on the ability to service and support, defined in
284 terms of geography or membership. A Service Area, except in an exceptional

- 285 situation, would normally not exceed 20 Charter Groups and travel time to any
286 one Charter Group would not exceed 90 minutes in any direction.
- 287 4. Attend Divisional meetings.
 - 288 5. Apply and ensure compliance with the Principles, Policies and Procedures of
289 Scouts Canada.
 - 290 6. Promote cooperation with other youth serving organization.
 - 291 7. Create such advisory committees and task groups deemed necessary by the
292 Council to achieve its purpose.
 - 293 8. Establish Management Operating Procedures and have them approved by the
294 Division.
 - 295 9. Provide to Division a detailed annual report along with appropriate compliance
296 certificates.
 - 297 10. Interpret the needs of the Charter Groups to Division and make
298 recommendations based on those needs.
 - 299 11. Perform such other duties that may from time to time be assigned by Division.
- 300 **(v) Council Management Advisory Committee** - The Advisory Committee, chaired by
301 the Council Commissioner, consisting of employees and volunteers as set forth in the
302 Management Operating Procedures of the Council, will advise, provide feedback and
303 make recommendations to the Council Commissioner, Assistant Council Commissioner
304 - Youth and Council Executive Director.
- 305 **(vi) Management Operating Procedures:**
- 306 1. A Council shall develop a set of Management Operating Procedures consistent
307 with Scouts Canada's Mission, Principles, Policies and Procedures:
 - 308 A. the management of the Council;
 - 309 B. make up of Service Areas;
 - 310 C. membership of the management advisory committee ensuring
311 appropriate representation from Service Area; and
 - 312 D. application of the Policies and Procedures of Scouts Canada.
 - 313 2. Management Operating Procedures of a Council or any amendment or repeal
314 thereof shall require the approval of the Divisional Executive Director and
315 Divisional Commissioner.
- 316 **(c) Service Areas**
- 317 **(i) Purpose** - To ensure that safe quality programs are delivered to our youth through the
318 provision, orientation, training, support and servicing to section leaders through Group
319 Scouter and identifying membership development opportunities in existing Charter
320 Groups and the potential for new Charter Groups.

321 **(ii) Structure and Staffing** - The area Service Team (Volunteers) is comprised of the
322 Area Commissioner, Assistant Area Commissioner – Youth, Service Scouters and
323 Group Scouters who will provide an essential link between Charter Groups and their
324 Council. They will be the conduit for rapid communication and response. The area
325 Service Team will provide direct servicing and a direct avenue for the passing of
326 information both ways. The Area Commissioner is accountable to the Council
327 Commissioner.

328 **(iii) Membership** - An Area Commissioner, Assistant Area Commissioner – Youth, Group
329 Scouters and a team of volunteers known as Service Scouters.

330 **(iv) General Duties:**

- 331 1. Communicate the needs of the Charter Groups within the service area at the
332 Council level.
- 333 2. Monitor section program standards and safety through Charter Group and
334 section Scouters.
- 335 3. Provide support to membership development initiatives.
- 336 4. Monitor and support the screening process of adult volunteers.
- 337 5. Ensure the orientation of new section leaders and members of Charter Group
338 committees.
- 339 6. Promote and ensure that all leaders and adult volunteers receive appropriate
340 training in a timely fashion.
- 341 7. Ensure timely and appropriate recognition of adult volunteers taking full
342 advantage of the Honours and Awards program of Scouts Canada.
- 343 8. Coordination of area events that directly support the programs of Scouts
344 Canada.
- 345 9. Ensure the Group Scouter and Charter Group Committees have the appropriate
346 resources.
- 347 10. Initiate timely meetings of Charter Group section Scouters as appropriate to
348 communicate information and seek feedback on issues related to program
349 quality and delivery.
- 350 11. Develop a Service Area plan in collaboration with the Council. This plan will
351 include membership goals, retention goals, program performance standards and
352 volunteer development.

353 **(d) Charter Groups/Sponsors/Partners:**

354 **(i) Charter Group** - One or more program sections - Colony, Pack, Troop, Company or
355 Crew and may include specialty sections such as ScoutsAbout and Extreme Adventure
356 - operating under the same group charter.

- 357 (ii) **Charter** - for the operation of one or more of Scouting's programs is granted by
358 Scouts Canada through the corporate office to the approved Charter Group. Charters
359 must be renewed annually, may be cancelled for cause at any time and shall remain the
360 property of Scouts Canada. A charter is issued once the application is approved by an
361 Area Commissioner on behalf of Scouts Canada.
- 362 (iii) **Group Scouter** - Appointed by the Area Commissioner, the Group Scouter will
363 facilitate communications between the Charter Group, Area Commissioner and
364 Sponsor/Partner on all program matters ensuring good two-way communication. The
365 Group Scouter will be a member of the Area Service Team, act as Group Committee
366 Chair and is accountable to the Area Commissioner.
- 367 (iv) **Sponsor/Partner** - A sponsor/partner is an association, institution, organization or
368 group which agrees to use one or more of Scouting's programs. Membership in a
369 Charter Group may be restricted to those who are members of, or who are otherwise
370 identified with, the sponsor/partner.
- 371 (v) **Scouting Responsibilities of Sponsors/Partners :**
- 372 1. To assist in providing resources to enable the Charter Group to promote the
373 goals and ideals of the sponsor and training for leaders in the goals and ideals of
374 the sponsor/partner, in keeping with Scouts Canada's Mission, Principles,
375 Policies and Procedures.
 - 376 2. To set the policy in relation to membership in the Charter Group, ie closed or
377 open group. If a church sponsor/partner: to establish the policy for the Charter
378 Group with respect to religious exercises and/or instruction as a program
379 element in the Charter Group. To ensure that this policy is made known to
380 applicants and/or their parents or guardians, as well as making the provisions to
381 excuse members on parental or guardians request if membership is open to
382 children and youth of other than the denomination of the church concerned.
 - 383 3. To advise the Charter Group committee and, when necessary, rule on
384 fundraising methods if these come in conflict with the goals, ideals or policies of
385 the sponsor/partner or of Scouts Canada.
 - 386 4. To assist in providing resources, both personnel and other, for the
387 encouragement of the Religion in Life Award program and provide for
388 appropriate recognition of recipients of the award.
 - 389 5. To ensure adequate meeting facilities are provided for the Charter Group.
 - 390 6. To establish any additional criteria unique to the sponsor's/partner's
391 requirements regarding the recruitment and appointment of Scouters, Scouters-
392 in-Training and activity leaders.

- 393 7. To ensure good relationships and information flow between sponsor/partner and
394 Charter Group and Charter Group and sponsor/partner.
395 8. To appoint or provide annually a sponsor/partner representative as a member of
396 the Charter Group Committee.
397 9. To receive annually, through the Charter Group Committee, the report of the
398 Charter Group's activities including audited financial statements.

399 (v) **Charter Group Committee** - is a group of parents, Section Scouters, a
400 sponsor/partner representative and a Group Scouter responsible for the operation of the
401 Charter Group and accountable, through the Group Scouter, to Scouts Canada. The
402 Charter Group Committee shall be responsible for the Charter Group and shall work
403 with the Section Scouters in the operation of each section. The Scouter in charge of
404 each section, or in the case of a Colony, a leader designated by its leadership team,
405 automatically becomes a member of the Charter Group Committee. The Section
406 Scouter's role as a member of the Charter Group Committee is to represent the section,
407 and the Section Scouter cannot serve in any other position on the Group Committee..

408 (vi) **Responsibilities of the Charter Group Committee:**

- 409 1. Through the Group Scouter:
- 410 A. Ensure the delivery of Scouts Canada's programs are in accordance
411 with Scouts Canada's Mission, Principles, Policies and Procedures and
412 in keeping with the goals and ideals of the partner/sponsor.
 - 413 B. Ensure all adult members of the Charter Group are current regarding
414 item A.
 - 415 C. Ensure that due emphasis is given to the spiritual aspects of Scouting in
416 the conduct and life of the Charter Group/section.
 - 417 D. Recruit Scouters (section leaders and Charter Group committee
418 members) and ensure they are fully screened as per the Scouts Canada
419 screening policy before they have contact with youth members.
 - 420 E. Ensure that Scouters (section leaders and Charter Group committee
421 members) are acceptable to Scouts Canada and the partner/sponsor
422 before confirming appointment.
 - 423 F. Ensure Scouters receive appropriate training to fulfil their role in a timely
424 fashion.
 - 425 G. Maintain a program of membership growth and development.
 - 426 H. Ensure all policies and procedures pertaining to risk management and
427 the safety of members are strictly adhered to.

- 428 I. Ensure program resources and external personnel are available as
429 required: examples - instructors in first aid, badge examiners and
430 facilities such as fire stations or weather stations.
- 431 J. When necessary, assist Scouters in the operation of a section.
- 432 K. Provide support in the preparation of camps or special events.
- 433 L. When necessary, assume direction of a section.
- 434 M. Provide for an annual review of Section Scouters and take full
435 advantage of the Scouts Canada Honours and Awards program to
436 ensure Scouters are appropriately recognized for their contribution.
- 437 N. If, as a result of a complaint or observed behaviour, a Scouter should
438 be suspended for cause pending an investigation, the Area
439 Commissioner must be advised as soon as possible. In this situation,
440 Administrative procedure #3 must be followed.
- 441 **2. Administration/Charter Group Committee:**
- 442 A. Provide for the continuous operation of the Charter Group.
- 443 B. Administer the Scouts Canada Membership Management System
444 including the updating of Charter Group data as well as the annual
445 member registration process.
- 446 C. Secure adequate meeting facilities for the sections within the Charter
447 Group.
- 448 D. Provide the financial management function for the Charter Group
449 including an annual financial audit.
- 450 I. Prepare and submit to the Area Commissioner and the partner/sponsor
451 an annual report covering the activities of the Charter Group/section.
452 This report shall include an inventory of Charter Group assets and an
453 audited financial statement.
- 454 J. Assume responsibility for all Charter Group assets including the
455 appropriate insurance coverage against loss, fire, theft and vandalism.
- 456 K. Raise funds as necessary in accordance with the policy on finance of
457 Scouts Canada and those of the partner/sponsor.