

## Appointment Checklist

- Induction plan agreed
- Application
- Approval
- Appointment

### Line manager name and contact details

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### Appointments Secretary name and contact details

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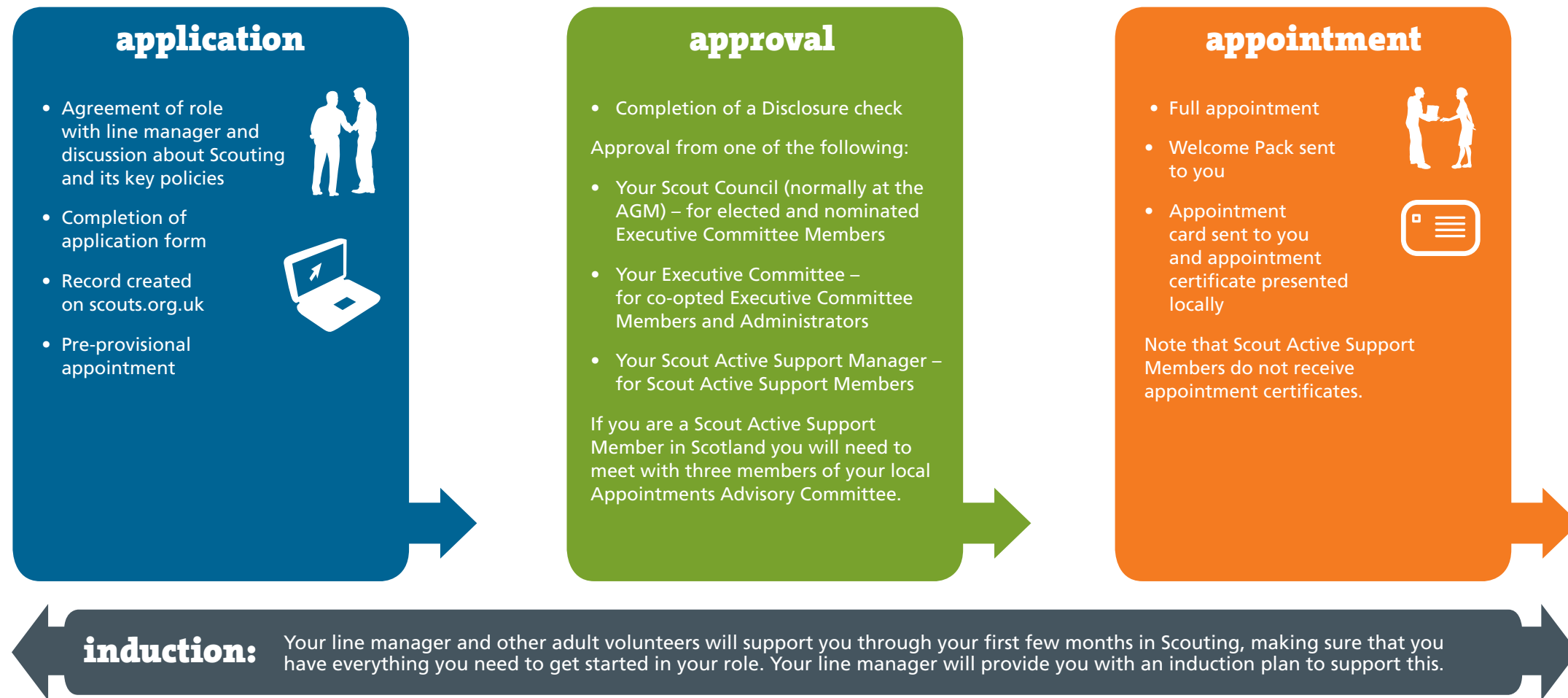
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## (Side A) Executive Committee Members, Administrators and Scout Active Support Members



**AT A GLANCE**  
The Appointment Process:  
Quick Reference Guide

# THE APPOINTMENT PROCESS

The appointment process in Scouting helps us to make sure that we appoint suitable adults into volunteer roles that are right for them. Whether you want to be a Leader or Manager, Trainer or Administrator, Skills Instructor or Executive Committee Member, the appointment process aims to make sure that you take on a role that suits your availability, skills and interests.

This guide gives you an overview of the appointment process so that you will know what to expect. The process is slightly different depending on what role you are taking on, but at a glance:

- If you are becoming an Executive Committee Member, Administrator, or Scout Active Support Member, refer to side A.
- If you taking on any other role (including as a Leader, Section Assistant or Manager) refer to side B.

For more information on the appointment process (including questions about whether you should be referring to side A or B) ask your line manager or Appointments Secretary, or alternatively, contact the Scout Information Centre on 0845 300 1818.

## (Side B) All appointments (except Executive Committee Members, Administrators and Scout Active Support Members)



“Going through the appointments process has been easy and quick and there’s always been someone there to help me along the way”

John, Cub Scout Leader



[scouts.org.uk/appointment](http://scouts.org.uk/appointment)

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