

**A Guide to
BEING A REGION
REPRESENTATIVE
FOR
ROVERS**

**Discover more about
what it is to be a Region
Representative within
Queensland Rovers.**



This document is prepared for the purpose of providing a guide to the role of a Region Representative within Queensland Rovers. This should cover all standing requirements as well as annual tasks.

Any request for additions , changes, clarifications or corrections to this document should be put forward to the QBRC Deputy Chair in writing to "QBRC Deputy Chair : PO Box 520 TOOWONG Q4066" or via email to deputy@qldRovers.org.au

POSITION DESCRIPTION

QBRC Region Representative

Position Summary

- A Queensland Branch Rover Council Region Representative is charged with representing the views and opinions of their region within the Queensland Branch Rover Council. Region Representatives exist for all active Qld Rover regions and play a vital role in spreading the message of Rover Scouts across Queensland.
- Each Region Representative sits as a member of the Rover Council and has a vote in all election processes and council decisions on behalf of their region.

Key Attributes

- Active involvement in the Rover Scout Section in Queensland.
- Highly regarded within the respective region as an example of good Rovering and honest service.
- Clear and effective communication skills.
- Effective time-management skills.
- Experience in small team management.

Qualifications

- To qualify for this role, an applicant should have completed their Basic Rover Section Training or be undertaking it currently.

Performance Outcomes

- Act as a coordinator for Rover Scout Activities within the Region.
- Facilitate the transfer of information between QBRC and the crews and members of your region.
- Provide an understanding of what is happening with Qld Rovers and communicate the purpose of QBRC and the role of the region representative.
- Ensure that all members are aware of ongoing membership requirements, including but not limited to e-Learning, blue cards, A20s etc. which should be communicated and followed up by their group leaders.
- Regular attendance at monthly QBRC meetings (where possible) and a monthly written report to QBRC.
- Attendance at the QBRC AGM (where possible), the annual Rover Conference in June and the mid-term conference in jan/feb (where possible).
- Establish and maintain contact with crews in your region including distributing info to the crews, organise or support gatherings/activities for crews in your region and serve as a contact point for Rovers in your region.
- Facilitate the annual ballot for QBRC executive positions by crews in your region (the vote is to be based on the views of the crews in your region and is not a personal vote by the representative).
- Establish a working relationship with your region commissioner and attend region meetings as representative of Rovers in that region. Advise the RC on all matters affecting Rovers within the region and development of the section within the region.
- Function as an ambassador for the Rover section, both in and outside the respective region.
- Seek out opportunities to market the Rover section within the region both the current members of other sections and to the wider community.
- Seek out opportunities to promote the spirit of service within the region and encourage and support region Rovers to be involved.
- Promote crew-level interaction with region venturer units.
- Construct a team of crew leaders or crew correspondents in order to have a contact point for each responsible crew within the region.

Region Rep Monthly Report Form

<http://bit.ly/qbrcreports>

Each month, a region representative is required to complete a monthly form to submit to QBRC which details the activities of their region, any highlights and successes, as well as any issues they're having or requests they have of the council. To find this report, head to <http://bit.ly/qbrcreports>. This provides the opportunity for the report to formally be added to the council meeting minutes and any requests to be added to the action items.

QBRC meets monthly on the third Sunday at 7pm at the Queensland Scout Centre, 32 Dixon St Auchenflower. An event will be set up by the QBRC Facebook page to confirm this or provide details of an alternative date and time.

To prepare for submitting your monthly report, we ask that you answer the following questions:

1. How many Rovers are currently in your region? Note that it is worthwhile comparing your estimates to reports periodically to ensure that you are keeping in touch with all members of your region.
2. Active Crews in your region? This provides us with the opportunity to group crews together if they meet together, monitor which groups are falling away, see which groups are developing, and it also keeps you on track noting which groups you should be in contact with on a monthly basis.
3. Have you requested and monitored your region's reports this month? It is important that we don't lose touch with the ongoing requirements of being an adult youth member within the scouting organisation. The Chair and Deputy can produce these reports for you to monitor who in your region needs to be followed up. If Rovers do not comply with the requirements below within 6 months of registration, they may face suspension and even termination of their membership. Rovers are required to:
 - i. Complete E-Learning Training at <http://sait.scouts.com.au>
 - a. BCORE Child Safe Scouting and
 - b. BCORE WHS and Scouting
 - ii. Have signed an adult code of conduct – either by signing an A20 or by signing up as a leader.
 - iii. Have a valid blue card registered through Blue Card Services listed with Scouts Qld.
4. What activities/events have the crews in your Region been attending in the last month? This allows you to keep touch with how active your crews are, whether they're being informed of the events that are occurring within the state and wider organisation, and provides feedback as to whether we are reaching grass-roots with our communications.
5. What points, issues or agenda items do you or the Rovers in your Region wish to be brought up at the next QBRC meeting? This provides an opportunity for you to request that hard-hitting topics be discussed, workshopped or managed at a QBRC level. If you're having issues, others might be too. Bring them to our attention to provide us an opportunity to assist.

Some common links that will be useful as a Region Representative to be able to provide to your region up their request are listed within the link to monthly reports. These include:

Qld Rover **Dropbox** - <http://tiny.cc/qldRovers> - password: qldRovers

Qld Rover **Website** - <http://qldRovers.org.au>

Qld Rover **Facebook Page** - <http://facebook.com/qldRovers>

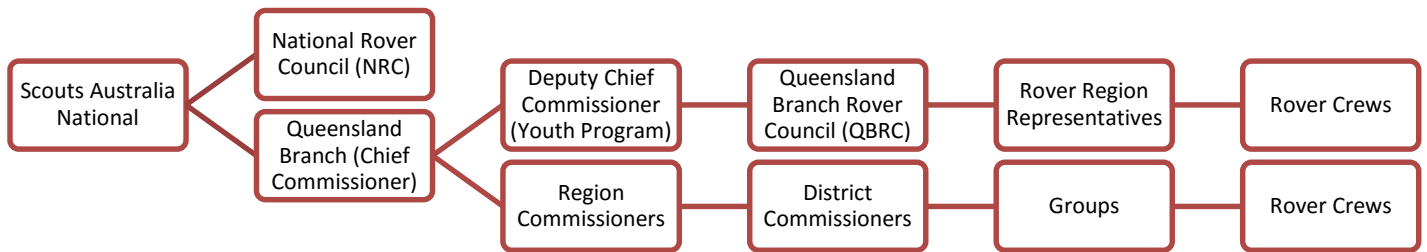
Qld Rover **Calendar** - <http://qldRovers.org.au/events/>

QBRC **Region Representatives Facebook Group** - <https://www.facebook.com/groups/regionreps/>

Scouts Australia E-Learning - <http://sait.scouts.com.au>

You'll require your member number and the password is your DOB in the form 'ddmmyy' (6 digits)

Where Do YOU Fit In?



The National Rover Council

The National Rover Council is in charge of monitoring and assisting in the delivery of the Rover Program in Australia. This Council can pass requests and suggestions to the National forums to make appropriate changes as are required within the section. The National Rover Council does not directly play a role in the governance of Roving, however, does provide valuable input into the information put forward to those that govern. It is important that our state opinions and suggestions continue to be heard at this level. This is the role of the involvement of the NRC Delegate within the Queensland Branch Rover Council.

Queensland Branch – Volunteer Movement Led by the Chief Commissioner

The lines of communication can be difficult to understand in Roving. This is because it comes from many directions. In the same way as the National Rover Council does not govern everyday Rovers, neither does the Queensland Branch Rover Council. The Council provides representation on state issues and provides the feedback of the members to the branch directly in order to ensure that messages get heard. All direction and policies that are in place for the Rover section in Queensland are set by the National Policy and Rules document and the Queensland Branch Scouting Instructions (QBSI).

The lines of communication for Queensland Branch Rover Council (QBRC) come through the Deputy Chief Commissioner – Youth Program.

1. The DCC Youth Program meets with the Youth Program Team monthly, which includes the QBRC Chairman and the Branch Adviser for Rover Scouts. It is in this forum that QBRC provides the voice of the Rover section.
 - a. QBRC is made up of the Rover Executive (Officers of the Rover Council) and the Rover Region Representatives.
 - b. The Region Representatives gather their feedback from Rover crews and feed this direct to their involvement in the region team as well as back to QBRC.
2. For everyday Rovers, the line of communication that they are to follow is the Queensland Branch Line System in order from a Crew level :
 - a. Crew Leader and/or Rover Adviser
 - b. Group Leader
 - c. District Commissioner/District Rover Adviser
 - d. Region Commissioner/Region Rover Adviser
 - e. Chief Commissioner

But where do the two lines cross over? That's a little bit of a grey area and depends on the circumstances. For Rover-related issues there's always going to be a question as to which line is supposed to provide the communication. A simple guide:

1. Have an issue with someone in your group/district/region? This is a line system conflict for group/district/region.
2. Have an issue with something going on in Rovering, or direction of the Rover section? This should come through the Rover line to ensure the best outcomes are achieved. Maybe it's something that could be worked through at a Rover forum such as a Rover region meeting or within QBRC.

How can we measure success?

Rover Region reps are in charge of the development of Rovering within their region. There are a number of tasks that we currently set for each of our region representatives to produce within their term. These are:

1. Run a Region Coffee Shop activity at least once a term:
 - a. A Region Coffee Shop event is an interactive event between Rovers and venturers to provide an opportunity for venturers and Rovers to interact through a regular program activity. This may be a range of activities run out of a scout den designed to break down barriers and connect everyone through amusement and fun. These can be activities to gain skills or simply to have fun. This may be that the region Rovers host and adjudicate a debate in order for Venturers to gain their Ideals tapes. There are plenty of opportunities to get involved and have fun.
2. Run a region marketing activity:
 - a. This should be an annual event that places the Rovers in the public eye within the region and surrounds. This provides the opportunity for Rovers to be recognised doing Rovering outside of the scouting community. This could be a simple game of sport in a public park all wearing uniform/Rover polos, to a big-day-out/wide-game activity that spreads the word of Rovering in the wider community.
3. Run a region service activity:
 - a. The Rover motto is "Service". We need to be actively ensuring that this doesn't get forgotten. It is important that the region Rovers come together and are seen to be engaging in service projects to benefit scouting and/or the wider community. This could be anything from painting a scout hall, to mowing the yard of an elderly woman. There are so many opportunities to get involved and we need to be taking some of these up.

We believe that be engaging in these sorts of activities, the ongoing engagement and growth of Rovering will flow. The numbers increasing in a region from census to census will suggest items are or aren't working. Each of these tasks will continue to be under review annually to ensure they are meeting the desired outcomes where executed correctly.

Running Events

QBRC are not the only body that can run and coordinate events for Rovers. There are plenty of opportunities to get involved, and many windows for regions to come in and take on the events that are currently hosted at a branch level. This provides ownership, continuance and the opportunity for growth and expansion of knowledge and experience within the regions. But how do you go about doing this? It's important to engage your Region Commissioner and their team to help support and back any suggested event management. There will need to be a body providing the backing and endorsement of expenses and budgets. These are things that QBRC can assist in providing the advice to conduct.

What Resources are available?

1. Queensland Rover Event Guide - Your every detail about how to put together a successful event as a Rover scout.
2. Crew Start Kit (Currently a National Document available at <http://Rovers.com.au/resources>)

- a. This is currently under review for a new state-specific starter guide, however, provides the guidelines for a crew looking to start up as to how they need to go about it. Every case will be assessed independently but this provides a great starting structure.
3. National Policy and Rules – the most current version is available electronically at the National Scouts Australia website : www.scouts.com.au
4. Queensland Branch Scouting Instructions (QBSI) – the QBSI is the full list of policies held specifically for Queensland Branch. The current version of all QBSI documents is held on the Scouts Qld Website in the member’s area - www.scoutsqld.com.au. Sections to draw your attention to directly include but are not limited to the following:
 - a. 2.1 Youth Sections
 - b. 2.3 Rover Scout Section
 - c. 2.9 Camping and Outdoor Activities
 - d. 2.14 Rover Scout Motorsport
 - e. 2.15 Adventurous Activities
 - f. 2.16 Major Activities
 - g. 3.1 Blue Cards
 - h. 3.7 Training
 - i. 3.10 Complaint Resolution Procedure
 - j. 9.3 Social Issues
 - k. 10 Child Protection Policy and Procedures
5. All forms required are available at the Scouts Qld Website www.scoutsqld.com.au in the member’s area.
 - a. A5 – Youth Application Form (for registration of a new Rover scout)
 - b. A15 – Leader Training Application (to apply for any training course hosted by Qld Branch)
 - c. A20 – Rover Indemnity – All Rovers to sign
 - d. Blue Card Application / Authorisation to Confirm current blue card – ALL Rovers are to hold a current blue card recognised by Scouts Qld.
 - e. C5 – Activity advice and approval – to be approved by your group or appropriate line system for any activities held outside of the regular program location. All crew leaders are required to use this for any camp or activity they do and ensures their group remains aware of their whereabouts.
 - f. RPAv2 – Rover Position Application Form – For the application to hold any Rover position including executive roles, region representatives, event chairs, NRC delegate/observer, etc.
6. Marketing Kit
 - a. Each regional region has access to their very own marketing Kit. SEQ has two kits shared amongst the lot. These kits can be utilised for getting the name of Rovering out into the community. Get in touch with the QBRC Marketing Officer to arrange booking the kit or replacement stocks within the kits held. marketing@qldrovers.org.au
7. Physical Resources
 - a. QBRC has stores of equipment utilised for the running of events and ongoing activities. The QBRC resource officer holds an inventory listing and is more than willing to work with you to arrange what you require. Contact resources@qldrovers.org.au.

All expectations, required qualifications and other available information details are listed below. If you wish to have items, resources or links added to this document, please get in contact with our executive to make the appropriate amendments.

Have questions of QBRC; the Chair or the Deputy? Maybe you need to talk to the Branch Adviser? You can contact them as follows: QBRC Chair – chair@qldRovers.org.au

QBRC Deputy Chair – deputy@qldRovers.org.au

Branch Adviser (Rover Scouts) – ba.Rovers@qldhq.scouts.com.au