



Scouts Canada Position Description Chair Council Properties

- Accountable To:** Council Key 3
Reporting to Operations Manager – Property Accreditation
- Term:** Appointed annually by the Council Commissioner in consultation with Operations Manager – Property Accreditation.
- Time required:** 12 – 16 hours per month.
- Scope:** Working cooperatively with the National Property Operations Team (Manager Accreditation, Administrator(s), ON/QC Property Supervisor), the Council Properties Chair will provide key service and support to the Scouts Canada owned, leased or otherwise operated properties within their Council jurisdiction. This includes those which are managed on a day to day basis by Group, Areas and the Council.

Key Responsibilities:

Organizational Strength

Teamwork/Collaboration

- Is a member of the Field Operations Team for Ontario & Quebec
- Is a member of the Council Leadership Team
- Support the implementation of the Scouts Canada Property Standards
- Support the implementation of Scouts Canada's Property Policy
- Chair the Council Properties Team meetings
- Work with National Property Team to identify, develop and implement best practices
- As part of the Field Operations Team, identify opportunities to ensure at least three points of contact (phone calls, support visits, site visits, etc.) are made with each property annually.
- As part of the Council Leadership team work with Council Commissioner and team of Deputies to coordinate property operations in support of Council program and membership objectives.
- Work with Council OIB Representative on property transaction submissions and funding requests.

Volunteer Support/Recruitment

- Play a key role in the recruitment, selection, appointment and orientation process for new volunteer Camp Chair/Manager roles as required.
- Work with volunteer Camp Chair/Manager to ensure that camp committee members and resources persons are screened appropriately to their level of involvement.
- Ensure that succession planning is discussed and considered on an ongoing basis with key property stakeholders.
- Serve as a liaison with local Council to ensure property volunteers are being recognized through Scouts Canada's outstanding service awards, milestone recognition program and years of service.

Effective Communication

- Assist National Property Administrator in ensuring current contact lists for all properties and advise of updates as required.

- Receive and review minutes of meetings for camps and properties.
- Assist in the facilitation of capital improvement requests, where required
- Support the development of transaction applications to the National Property Committee.

Financial Health/Sustainability

- Support the National Property Team in regards to property management and financial planning, including budgets and finances.
- Participate in regular reviews of property financial statements and communicate with local stakeholders when required.
- Support the development and approval of annual property budgets
- Support Camp Committees in the development of business plans which identify short-term, mid-range and long-term goals. (including operational and capital requirements)
- Support the investigation and viability of revenue development opportunities to support approved business plans
- Support property teams with advertising/promotions of property usage
- Support properties in the development of new and innovative ideas for their property to support the delivery of Scouts Canada program elements.

Safety Leadership

- Foster the strengthening of a culture of safety amongst the members of the local property teams
- Work with local camp committees to ensure safety requirements are met and remain compliant at all camp and non-camp properties.
- Ensure all Scouts Canada policies, procedures and guidelines for property use as adhered to by local properties.
- Support completion of annual National Property Standards checklist and related documentation.
- Support the development and implementation of corrective action plans as required.

Qualifications:

- Demonstrated commitment to the Mission, Principles and Practices of Scouts Canada.
- Individuals sought with professional skills or equivalent experience with regard to one or more of the following:
 - ○ Management of a business/team
 - ○ Strategic/Operational Planning
 - ○ Property Management
- Demonstrated leadership, organization, communication, planning, problem solving and decision making skills.
- Positive attitude
- Willing and able to work as a member of a team.
- Effective communication.
- Strong interpersonal skills.
- Knowledge of Scouting programs, Scouts Canada property/camp management an asset
- Experience coaching/mentoring others; ability to provide guidance
- Willing to grow as a volunteer of Scouts Canada.