

<p>Date:</p>	<p>8 September 2020</p>
<p>Author:</p>	<p>Mick Stocks, Chair AAC</p>
	<p>The following is an updated and approved version of the AAC guidelines originally approved at the CEC Meeting held 10 March 2015.</p> <p>-----</p> <p>The County process below is within the policy of The Scout Association.</p> <p>The County AAC is responsible for approving County appointments that have been placed in two groups, ie:</p> <p><i>(Group A)</i> Deputy and Assistant County Commissioner; County Training Manager; County Youth Commissioner and Deputy Youth Commissioner; County Scouter/Leader; District Commissioner; County Safeguarding Adviser; County Safety Adviser; County Communications Manager; Local Training Manager;</p> <p><i>(Group B)</i> County Active Support Manager/Co-ordinator; County Assessor; County Skills Instructor; Local Training Administrator; Trainer; Training Adviser & Training Adviser (Managers & Supporters) <i>[note: this appointment can be restricted to a specific District].</i></p> <p>Applicants for appointments within Group A above will normally meet with the AAC.</p> <p>Applicants for appointments within Group B will not normally meet with the AAC.</p> <p>The points below apply to all applicants (Groups A & B):</p> <ol style="list-style-type: none"> 1. any applicant from outside of Berkshire, with or without an adult appointment in Scouting, will be invited to meet with three panel members of the AAC; 2. any applicant from within Berkshire who doesn't currently hold an adult appointment in Scouting will be invited to meet with three panel members of the AAC; <p><i>cont</i></p>

3. All appointments 'considered by' the AAC will be reported to the next CEC under the AAC standing report for recording in the Minutes.

Note: an applicant does not need new references if they currently hold a Berkshire appointment.

For those applicants where a meeting **is necessary** (eg: Group A) the AAC Secretary will arrange for the applicant to attend the next scheduled AAC Meeting.

For those applicants where a meeting is felt **not to be necessary** (eg: Group B) the appointment still requires the approval of three members of the AAC (usually the AAC Chair, AAC Secretary, and an AAC panel member).

The AAC Chair and the AAC Secretary will manage a schedule of dates (normally once per month for most months in the year) when the AAC is available to meet with applicants. A rota of three AAC panel members will be allocated to each date.

Panel members of the AAC must have completed and validated Module 37. Validation can be undertaken by being part of an AAC panel with two experienced panel members.

Note: The following appointments are 'approved' by the CEC and these are reviewed annually at the September Meeting of the CEC:

County AAC Chair;
County AAC Secretary;
County AAC panel members;
County Administrator (*County Secretary*);
County Training Administrator;
County Adviser.