



# **Adults in Scouting Policy**

**VOLUME 2**

**THE LOCAL COUNCIL AND  
THE DISTRICT LEVEL POSITIONS**

**Adults in Scouting Committee  
2016 Revised Edition**



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Creating a Better World

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Revised Edition

Program and Adult Resources Development  
Adults in Scouting Committee

The reproduction of this Adults in Scouting Policy Volume 2 - The District and Council Level Positions is duly authorized to all Regional and Local Council Offices chartered by the Boy Scouts of the Philippines.

This policy is intended for the use of all registered Adult Leaders and Leaders of Adults at the Unit and Sponsoring Institutions with regard to their duties and responsibilities of their present appointment. This policy is the revised and updated version of the ARP Policy Volume 1 in 2000 and the adoption of the World AIS Policy in 2011.

Other entities and organization should request written permission from the Boy Scouts of the Philippines, National Office, Manila.



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# Boy Scouts of the Philippines



## Adults in Scouting Policy

**VOLUME 2**

**THE DISTRICT AND COUNCIL  
LEVEL POSITIONS**

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Boy Scouts of the Philippines  
**OFFICE OF THE NATIONAL PRESIDENT**  
National Office  
Manila

Dear Scout Leaders and Leaders of Adults,

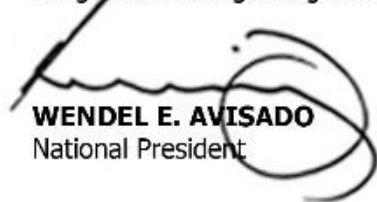
A heartfelt thanks and gratitude to all of you, who have been devoting your time, efforts and expertise in rendering service to the Boy Scouts of the Philippines in general and the Program and Adults in Scouting Development in particular. In spite of your hectic schedules and heavy workloads, you never failed to serve the youth by faithfully carrying out your duties and responsibilities in your respective Units, Sponsoring Institutions, Scouting Districts, Local Councils and Regions.

I believe Col. James Doolittle when he said that **“Nothing is stronger than the heart of a volunteer”**. Volunteerism is an act of compassion. It is an act of selfless service for a cause that will outlast our name and leave our noble legacy behind for the future generations.

It is with great honor and privilege therefore, that I am presenting to you the Revised Adults in Scouting Policy Series including Volumes 1, 2 and 3 for all Ranks and Levels. Having this policy that will guide you in performing your tasks and make it truly motivating and inspiring. With the readily available terms of reference, guidelines and policies related to our roles as Adults in Scouting, we are assured that we will have a more efficient and effective management of the various Scouting levels.

This Manual offers a detailed and comprehensive job description, profile, duties and responsibilities, and will serve as effective instruments in developing the youth to become responsible citizens and future leaders of our country and thus, contribute and help in making a much peaceful and better world.

Long live Scouting. Long live Boy Scouts of the Philippines!



**WENDEL E. AVISADO**  
National President



Boy Scouts of the Philippines  
**OFFICE OF THE SECRETARY GENERAL**  
 National Office  
 Manila

My Dear Friends, Colleagues and Fellow Workers in Scouting,

Warmest greetings to one and all! I personally salute and congratulate our volunteer leaders and professional staff involved in the revision of the BSP's National Adults in Scouting Policy: An Introduction to the Life Cycle of an Adult in Scouting. Truly this effort is a job well done. I take pride and honor to present this policy to our Scout Leaders and Leaders of Adults at all levels.

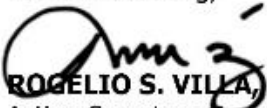
I am certain that this will surely help you to have a better understanding and clearer perspective on how we aim to manage your tenure in Scouting with much enriching experience. This will be a series of three (3) Volumes of National AIS Policy – the Volume 1 covers the Unit and Institution Level Positions, Volume 2 encompasses the District and the Council Level Positions, while Volume 3 scopes the Regional and National Level Positions. These series specifically outline the Job Profile, Job Description and Mutual Agreement for all Unit Leaders and that of the Leaders of Adults.

This will also serve as the foundation and underlying principles of our respective functions, roles and responsibilities in Scouting and eventually will help and support our young people as they go through our Youth Programme, which will train them to become future leaders and responsible citizens that will contribute in nation-building, thus, help in creating a better world.

With that, for and on behalf of the Professional Staff of the Boy Scouts of the Philippines, National Office and the National Executive Board, I wish to convey our sincerest appreciation and deepest gratitude to all of you.

May God Bless Us All!

Yours in Scouting,

  
**ROGELIO S. VILLA, JR.**  
 Acting Secretary General



Greetings!

In our pursuit to make scouting as a way of life, the Boy Scouts of the Philippines continues to put premium on the very important role of adult leaders in this noble organization.

As such, the BSP has continuously boosted the knowledge and capacity of adult leaders across the Philippines to help flourish the scouting movement.

Congruent to our vision of preparing the youth to become agents of change in communities, it is incumbent upon our organization to also mold adult leaders to better implement our vision. The BSP leadership remains committed on this premise, and shall continue to find innovative ways to this cause.

On behalf of the BSP, I wish to extend my snappy salute to all adult leaders in the Philippines for taking part in the noble task of nation-building and character-building among our young scouts. Your sense of volunteerism creates ripples of transformation across the archipelago. You are the unsung heroes of this organization and it is proper that we extend our appreciation to all you have done to the advancement of scouting movement in the Philippines.

The publication of this important document highlights the commitment of the BSP to propagate the number of adults involved in our movement. Included here are important pieces of the organization's training policies and the Policies related to the Adults in Scouting in general.

As chairman of the Committee on the Adults in Scouting, I want to ensure that we are working hard on increasing the number of adult leaders for us to be able to steer the direction of the BSP in the years ahead.

As you scan this important document, may you reaffirm your commitment in helping our scouting community grow stronger.

Thank you very much and more power.

Mabuhay ang Boy Scouts of the Philippines!

A handwritten signature in black ink, appearing to read 'Allan L. Rellon', written over the printed name.

**HON. ALLAN L. RELLON**

Chairman, Adults in Scouting Committee  
BSP Vice President for Mindanao  
Leader Trainer



## Boy Scouts of the Philippines

# VISION

Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law.

# MISSION

To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.

## **CODE OF CONDUCT OF ADULT LEADERS**

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

This is achieved by involving them throughout their formative years in a non-formal educational process; using a specific method that makes each individual the principal agent in his or her development as a self-reliant, supportive, responsible and committed person; and assisting them to establish a value system based upon spiritual, social and personal principles as expressed in the Scout Oath and Law.

A Code of Conduct is therefore expected of all Unit Leaders, Committeemen, Institutional, District, Council, Regional and National Scout officials to include patrons and parents who work within the Boy Scouts of the Philippines. They must recognize that, at all times, they should act responsibly and exercise a sense of concern, of responsibility, to the youth members and young people in general.

## **As An Adult Scout Leader, I Will:**

1. Respect my dignity and that of other Leaders in Scouting and in the community;
2. Demonstrate a high degree of personal responsibility, recognizing that at all times my words and actions are an example to the members of the movement and the community in general;
3. Act in accordance with Scouting principles at all times, aware that I am Scouting's mirror in action;
4. Act with consideration and good judgement in all my interpersonal relationships with Scout Leaders and young people in Scouting;
5. Respect everyone's right to personal privacy at all times, taking special care when and where sleeping, changing of clothing, bathing and ablution is associated with any Scouting activity;
6. Avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying Scouts and other youth members;
7. Not indulge in bullying, physical or verbal abuse, sexual harassment, neglect or any other types of abuse towards fellow Scout Leaders and Youth Members, with full awareness that these are conduct unbecoming of any member of the Movement;
8. Not use the Movement to promote my own beliefs, behavior or practices where these are not compatible with Scouting principles.

### I. INTRODUCTION

Quality Youth Programme breeds Quality Scouting, hence, this boils down to the Quality of Adults we have in Scouting. On the onset, this 2016 Revised Edition of the National Adults in Scouting Policy: An Introduction to the Life Cycle of an Adult in Scouting will provide an operational framework to the Boy Scouts of the Philippines in the management of adult resources at all levels for both Unit Leaders and Leaders of the Adults.

Though it takes time for all us to synthesize and integrate key points that will highlight the appropriate and applicable terms as stated in the new World Adults in Scouting Policy and with that of our own 1999 version of Adult Resources Policy, we certain that this time, our policy is more relevant, timely and responsive to the needs of the times.

Consequently, this should this will focus on how we can better provide enriching experience to our Adult Leaders such that they can provide an improved and substantial quality youth programme for more young people. Hence, this policy will give more emphasize to the key role played by adults to support the growth of Scouting Movement. From Adult Resources to Adults in Scouting, and so what makes any difference for the Boy Scouts of the Philippines. Allow me to give a more definite working statement and hopefully a clearer perspective and an in-depth understanding of Adults in Scouting as cited by the WOSM.

Adults in Scouting (AIS) refers to the systematic and comprehensive programme of adult resources management for Volunteers and Professionals, to improve the effectiveness, efficiency, commitment and motivation of the leadership in Scouting, in order to produce quality youth programme for young people; and a more effective and efficient organization. (Excerpts from the World Scout Bureau, Adults in Scouting World Policy 2011).

Moreover, citations from the Strategy Document on Adults in Scouting, World Scout Bureau in 1990 underscore the following:

- AIS covers the entire process of attracting, supporting and developing adult members of the Scout Movement to provide competent leadership for the benefit of young people.
- AIS includes the selection, recruitment, contracting, training, performance appraisal, recognition, promotion, reassignment and retirement of adult members.
- AIS supports the acquisition, use and future development of the knowledge, skills and attitudes required to achieve the goal of the organization, i.e to contribute to the development of young people in achieving their full physical, intellectual, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.
- AIS also provides for the personal growth and development of adults in all positions in the Scout Movement.

This gives us the totality to Life Cycle of an Adult in Scouting. Accordingly, as a bona fide member of the WOSM, it is empirical for the Boy Scouts of the Philippines to subscribe, adopt and fully implement the provisions of the World Adults in Scouting Policy with consideration of its own culture, practice and tradition.

### PHASE 1 – ACQUISITION AND ENGAGING OF ADULTS IN SCOUTING

Ensuring quantity and quality, the first phase of the Cycle will explain how the BSP will enable itself to acquire and engage sufficient number of adults possessing sterling qualities and commitment to accomplish its vision and mission. Quantity: We aim to achieve an optimum number of Adult Leaders managing Scout Units for better Scouting for Young People, as well as Leaders of Adults managing adult resources at all level. Quality: We seek to increase motivation and commitment among our volunteers to accomplish tasks and possessing necessary skills.

**Attracting** adults creatively can be done in numerous ways in which Scouting can provide means to satisfy sense of fulfillment and service to others and community. This should expound further of unlimited opportunities an adult can achieve or accomplish by rendering service.

**Recruitment**, on the other hand, refers to a process of an actual engagement of adults to Scouting, which leads to mutual agreement, recommendation and appointment. This sets reciprocal expectations from the adult leader and the BSP over a limited period of time.

This phase covers the task of the Association of identifying the positions needed to achieve its goals; identifying the knowledge, skills, attitude, and behavioral component/requirement of such positions, and identifying the adults/individuals equipped with such knowledge, abilities and skills.

This phase must also allow the adult leader the opportunities for him/her to understand what the association shall expect from him and also what the Association shall offer him/her to be able to perform the function successfully.

This volume, therefore, spells out the functions, job description, and job profile of the adult leader recruited for specific functions in the institution and units.

It is well emphasized that "BSP is entirely responsible for appointing and nominating its adult leaders to all positions.

## **PHASE 2 – TRAINING, SUPPORTING ADULTS IN SCOUTING AND PERSONAL DEVELOPMENT**

The second phase focuses on Training, Support and Personal Development. When a new adult is recruited, he must be given an ample time for integration and support in preparation for his roles and responsibilities specified in his appointment.

A success of an adult in Scouting reflects positive indication of accomplishment of the mission. A new leader joins an existing team or group, which has objectives and expectations to meet. He is expected to share his new skills, talents, abilities and his own needs, wants and interests. During this phase, an adult is expose and immerse to different Scouting activities that will give him the opportunity to serve in various capacities. Along this line, BSP shall progressively and rapidly integrate support system by means of formal and informal training scheme towards personal development.

It is expected that adult leader's satisfaction to serve equates service awards as well as recognition of qualification over a period of time when he has exemplified the right knowledge, skills and attitude along with the performance of his tasks, duties and responsibilities. Thus, providing motivation and increase in commitment to stay and serve the movement. A neophyte adult leader in Scouting evolves within the dynamics of his experience in various activities vis-à-vis the knowledge, skills and attitudes acquired from training and support from other leaders.

It is imperative that support, training and personal development is a must for all new adults in Scouting.

The second phase focuses on the support given to the adult leader to ensure success and satisfaction in the performance of his/her tasks/functions.

The BSP offers basic and advanced training courses adapted to each function which the adult leader can avail of to ensure continuous growth on his part.

This volume also spells out that as part of its obligations the Association shall ensure that the adult leader is provided the necessary support/assistance whenever required.

### **PHASE 3 – MANAGEMENT OF ADULTS IN SCOUTING AND DECISION FOR THE FUTURE**

The third phase of the Life Cycle enables the BSP to have, by means of recommendation and appointment, at each level (National, Regional, Local, Area, District and Institution) and for all identified positions, the right person who is most likely qualified and capable to achieve the objectives set by the BSP, retain and manage adult leaders for the longest tenure as possible.

This phase begins with Tasks and Performance Review and Appraisal after the second phase of the Life Cycle. The BSP duly represented by the appointing authority will look back into the appointee's Job Description and Profile to include but not limited to their Tasks, Duties and Responsibilities vis-à-vis the Knowledge, Skills and Attitudes required as previously assess and identified at the first phase of the cycle, where assessment of needs are explicitly stated. Performance Review comes in handy in terms of appreciative inquiry or by manner of asking what has been achieved over a period of appointment, which has tenure of three (3) year subject to Renewal and Retention, Reassignment and Retirement.

This phase provides for a structure which allows mobility of the adult leader across functions through performance based appraisal system the basis of which is the Job Description for the specific position. The performance review may result to these options:

- Renewal – the adult leader gets a new appointment for the same position
- Reassignment – the adult leader is given a new position
- Retirement – the adult leader is not given either the same or new position

This volume presents evaluation instruments that can be used for performance review of the adult leader using the job description of the position as the prime basis, but also may specify other factors that may be given credit in favor of the adult leader.

With all of the foregoing, it is hoped that this volume shall be of great help not only for the Sponsoring Institution but more importantly for the adult leaders who serve in different capacities in the Association.



## THE GREAT PARTNERSHIP

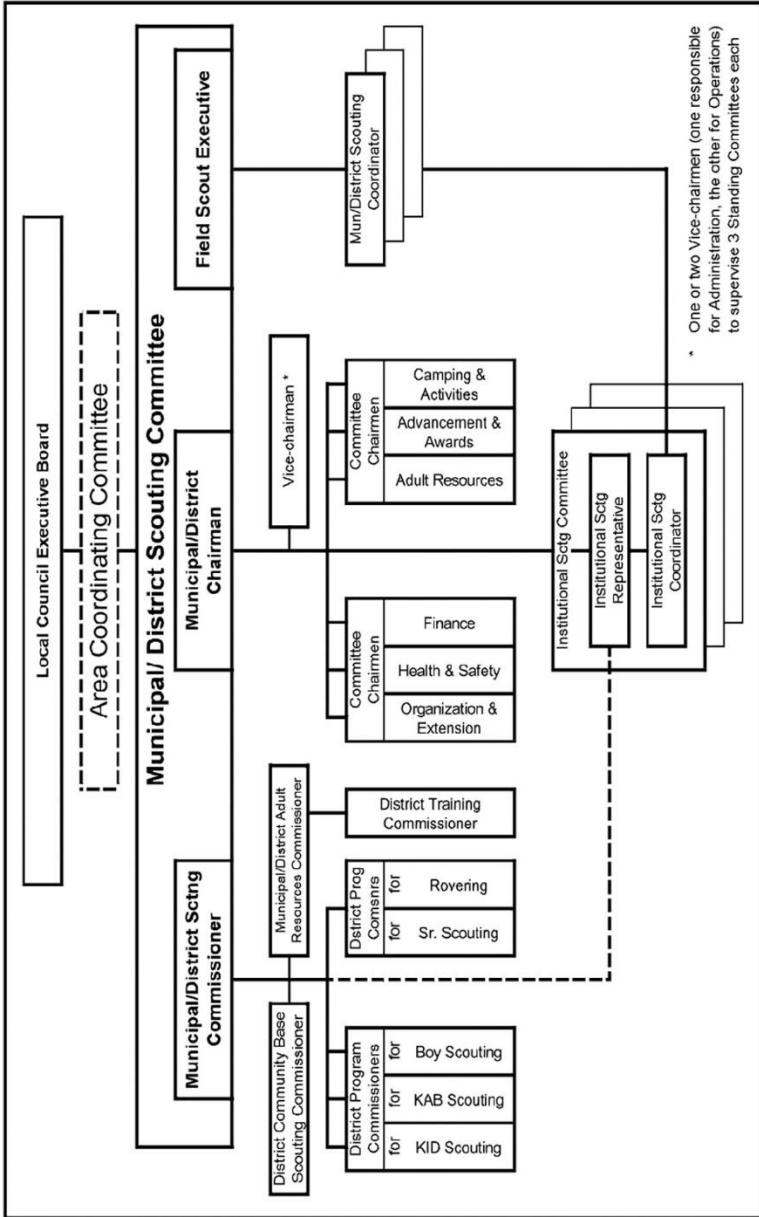
### Responsibilities of the BSP through the Local Council:

1. To accept the Institutional Scouting Representative, upon registering with the Boy Scouts of the Philippines, as an active and voting member of the Local Council and the Scouting District where he belongs;
2. To provide Program materials to the registered leadership of the unit;
3. To make available to the Institution's registered leadership opportunities to receive continuing training;
4. To make available to the registered Scouts of the Institution the camping and outdoor facilities and equipment of the BSP;
5. To provide services as may be needed by the Institution to ensure the effective delivery of the Scouting Program;
6. To maintain such basic records as may be necessary regarding the Institution's Scout membership, advancement, tenure, and activities;
7. To assist the Institution in the promotion of religious awards, to be presented by the Scouts' own church;
8. To join with the Institution in promoting and encouraging the practice of "good turns" as a means of developing civic-consciousness;
9. To work with the Institution in promoting the Scouting Program and to attract the greatest number of boys to join Scouting;
10. To maintain in all Scouting events a climate that fosters reverence to God and faithfulness in religious duties; and
11. To provide a local Council office as a service center for helping Institutions operate their units effectively.

**The obligations of the Sponsoring Institution are:**

1. To adopt the Program of the Boy Scouts of the Philippines as an integral part of their own program;
2. To organize the Institutional Scouting Committee whose responsibility is to ensure that the Scouting program is effectively implemented in the Institution by seeing to it that all the financial, material, manpower, and moral support are provided;
3. To organize and operate one or more Scout units;
4. To select an Institutional Scouting Representative who must register with the Boy Scouts of the Philippines;
5. To provide safe and adequate meeting facilities;
6. To accept the principles, policies, and the method of Scouting as their own;
7. To maintain the standards of the movement as interpreted by the Local Council and to abide by the Local Council By-Laws and the Constitution of the Boy Scouts of the Philippines;
8. To provide opportunities for the Scouts to perform their responsibilities to God according to their religious preference;
9. To respect the religious preference of the Scouts in their unit;
10. To encourage and provide opportunities for the Scouts to be actively involved in his community; and
11. To encourage the maximum involvement of parents in Scouting by providing them the opportunity to participate actively in the activities of the unit.

## 7. Municipal/District Scouting Committee Organizational Chart



\* One or two Vice-chairmen (one responsible for Administration, the other for Operations) to supervise 3 Standing Committees each

## **A. MUNICIPAL/DISTRICT CHAIRMAN**

### **Job Description**

Responsible for the overall operations of the Municipal/District.  
Presides over all Municipal/District Scouting Committee meetings.  
Serves as an ex-officio member of all Municipal/District standing committees.  
Attends District-initiated activities.  
Attends Area Coordinating Committee meetings.  
Appraises the performance of Scouting officials within his jurisdiction.

### **Job Profile**

Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.  
Currently registered with the Boy Scouts of the Philippines.  
Is not engaged in activities that constitute public scandal.  
Possesses leadership and executive abilities.  
Possesses good public relations.  
Is willing to avail of training opportunities.  
Possesses CAWIT.

## **B. MUNICIPAL/DISTRICT VICE-CHAIRMAN**

### **Job Description**

Assists the Municipal/District Chairman in the performance of his duties.  
Serves as ex-officio member of all Municipal/District standing and special committees under Administration.  
Works closely with the Municipal/District Committee Chairmen on Finance, Health & Safety and Organization & Extension.  
Ensures that the annual budget for the Municipal/District Committee is prepared on time.  
Performs the duties of the Municipal/District Chairman in his incapacity.

**Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Is willing to avail of training opportunities.
5. Possesses CAWIT.

**C. MUNICIPAL/DISTRICT SCOUT COMMISSIONER****Job Description**

1. Ensures that Municipal/District Scouting activities are conducted in accordance with BSP training policies.
2. Ensures that the units in the Municipality/District are re-registered on time.
3. Appraises the performance of "Program" Adults in Scouting in the Municipality/District.
4. Encourages "Program" Adults in Scouting to undergo further training.
5. Initiates the conduct of roundtables for all sections.
6. Promotes all sectional programs.
7. Monitors the promotion and implementation of the five program sections in the Municipality/District.

**Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Possesses good public relations.
5. Possesses leadership and executive skills.
6. Is willing to attend Basic Training Course for Leaders of Adults.
7. Possesses CAWIT.

## **D. FIELD SCOUT EXECUTIVE**

### **a. Job Description**

1. Monitors the program in achieving the Council goals and targets.
2. Helps in organizing district meetings, activities and training courses.
3. Implements the Local Council Constitution and By-Laws in the district.
4. Ensures that only qualified Scouters are appointed as District Officers, Unit Leaders, etc.
5. Prepares and submits district monthly and annual reports and all reports needed by the Council Scout Executive.

### **b. Job Profile**

1. Possess CAWIT.
2. Must have taken a Basic Training Course for Leaders of Adults prior to attendance in a professional Scouters training course.
3. Possesses good public relations.

## **8. MUNICIPAL/DISTRICT COMMISSIONERS' STAFF**

### **A. DISTRICT TRAINING COMMISSIONER**

#### **a. Job Description**

1. Plans, implements and evaluates Adult Leader Training in the District.
2. Provides adult leaders with opportunities for progressive and continual training.
3. Organizes Basic Training and other specialization courses in coordination with appropriate Committee/s.
4. Assists and supports adult leaders in completing training studies and training assignments.
5. Recommends qualified/promising persons to Council Training Commissioner (through appropriate channels) for membership with Council Training Team.
6. Recommends qualified trainers to the District Commissioner for appointment as Training Counselors.

7. Plans and coordinates with and directs and assists Training Counselors in their work in order to achieve Council and District leadership goals.
8. Ensures that those Unit Leaders who took the BTCs complete their assignments and register/start Units.
9. Coordinates with other Commissioners in the District.

## **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Must be at least a graduate of the Course for Assistant Leader Trainers (CALT) or the National Trainers Course (NTC).
5. Possesses CAWIT.

## **B. DISTRICT COMMISSIONER FOR COMMUNITY-BASED SCOUTING**

### **a. Job Description**

1. Maintains a cooperative relationship with leaders of Scout Units in the community.
2. Ensures that the Scout Units maintain an annual program plan to help ensure the effective delivery of the program.
3. Coordinates with Local Government Units and other agencies for resources and support of Sponsoring Institutions.
4. Ensures the registration and re-registration of Scout Units.
5. Conducts regular Round-ups in his neighborhood.
6. Assists in ensuring the participation of the Sponsoring Institution in meetings which may be called as needed.
7. Encourages adult leaders to take appropriate training.
8. Assists the District Commissioner in evaluating the over-all performance of Scout Units in the District.

9. Keeps the District Commissioner abreast on the condition/status of Scout Units in his neighborhood.
10. Attends regular meetings of the District to report matters concerning the operation of Units under his charge.

### **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Possesses a clear understanding of the Scouting program.
5. Is willing to attend Basic Training Course for Leaders of Adults.
6. Possesses CAWIT.

## **C. DISTRICT COMMISSIONER FOR PUBLIC RELATIONS**

### **a. Job Description**

1. In concordance with the National PR policies of the Boy Scouts of the Philippines, advises the Council Executive Board on sound Public Relations procedures to enhance the image of the Movement and strengthen the goodwill it has gained.
2. Periodically monitors the public image of the District, Council, and of Scouting in general, by consulting with various communities.
3. Heightens Scouting's visibility by preparing and implementing a sustained Public Relations program at District level.
4. Maintains good working relations with the local media to ensure their support.

### **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.



4. Finishes Scouting Orientation.
5. Possesses excellent communication skills and working knowledge of media relations.
6. Possesses CAWIT.

## **D. DISTRICT DEPUTY PROGRAM COMMISSIONERS FOR KID SCOUTING, KAB SCOUTING , BOY SCOUTING, SENIOR SCOUTING, ROVERING**

### **a. Job Description**

1. Assists the Municipal/District Scouting Commissioner on matters relevant to assigned section.
2. Assists in the preparation of the Municipal/District yearly program plan pertaining to assigned section.
3. Spearheads the conduct of activities and projects best suited to assigned section.
4. Assists in the conduct of Municipal/District roundtables.
5. Evaluates and recommends appropriate action for the improvement of the program section he/she is assigned to.
6. Recommends potential Unit Leaders and Lay Leaders for training courses.

### **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Possesses a clear understanding of the particular section he/she is assigned to.
5. Preferably, is a Wood Badge holder.
6. Possesses CAWIT.

## 9. Municipal/District Scouting Sub-Committees

### a. Camping and Activities

#### Functions

1. Initiates the preparation of the District annual program of activities, which will ensure that each boy shall be provided the opportunity to participate in a minimum of 10 days and nights of outdoor activity within the year.
2. Ensures that the plan is carried out in coordination with the different Sponsoring Institutions.
3. Ensures that the Camping and Activities policies of the Local Council are observed within the District.
4. Participates in the preparation of the annual Council program of activities.

### b. Advancement and Awards

#### Functions

1. In coordination with the District Camping and Activities Committee, ensures that planned activities provide opportunities for advancement.
2. Ensures that enough qualified Merit Badge Counselors are available to meet the needs of the Scouts.
3. Ensures that Scouts' performance and achievements are reported and recognized, and that the conferment of awards is conducted in appropriate ceremonies.

### c. Adults in Scouting

#### Functions

1. Prescribes strategies to ensure the availability of manpower resources for the needs of Units and Districts.
2. Ensures that all recruits are provided the training necessary to handle their jobs.
3. Ensures that assessment of adults' achievements is conducted in a cordial manner.

#### **d. Finance**

##### **Functions**

1. Initiates fund-raising activities that may be carried out in the District.
2. Ensures that Council rules on fund management are observed in the District.
3. Prescribes measures to ensure maximum utilization of District funds.

#### **e. Health and Safety**

##### **Functions**

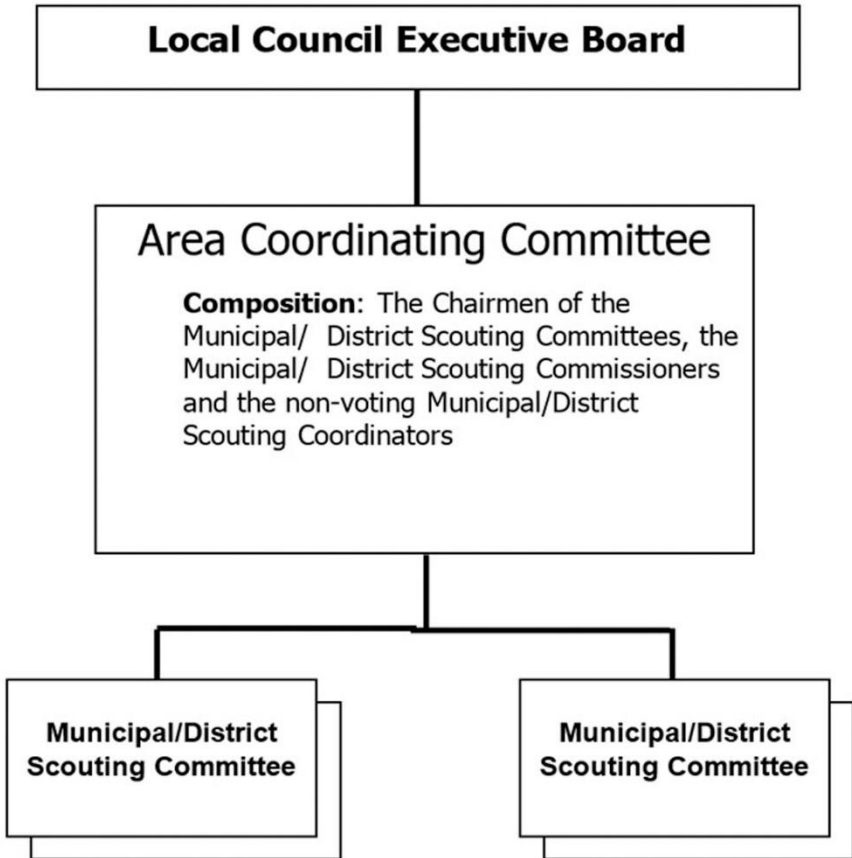
1. Ensures that health and safety rules are observed in the conduct of Scouting activities.
2. Ensures that Scouts undergo appropriate medical examination/s before they participate in Scouting activities.
3. Endeavors to organize a District Emergency Service Corps and ensures that it gets necessary support.

#### **f. Organization and Extension**

##### **Functions**

1. Initiates steps to ensure that the base of Scout unit sponsorship is expanded.
2. Prescribes strategies that will ensure that every boy in the District is given the opportunity to experience the benefits offered by the Scouting program.
3. Prescribes ways and means by which friendly and cooperative relationships with the Sponsoring Institutions are developed and maintained.

### 10. Area Coordinating Committee Organizational Chart



Notes:

At least 2 Municipal/District Committee Chairmen, one of whom shall serve as Area Chairman and represent the Area in the Local Council Executive Board.

One of the Municipal/District Scouting Coordinators shall serve as Area Secretary in concurrent capacity.

## **a. Composition of the Area Coordinating Committee**

### **Scouting Districts**

The council territory shall be divided geographically into such Scouting districts which may be composed of one or more municipalities or city districts as the local council or the executive board shall determine, for purposes of service, administration, finance and supervision.

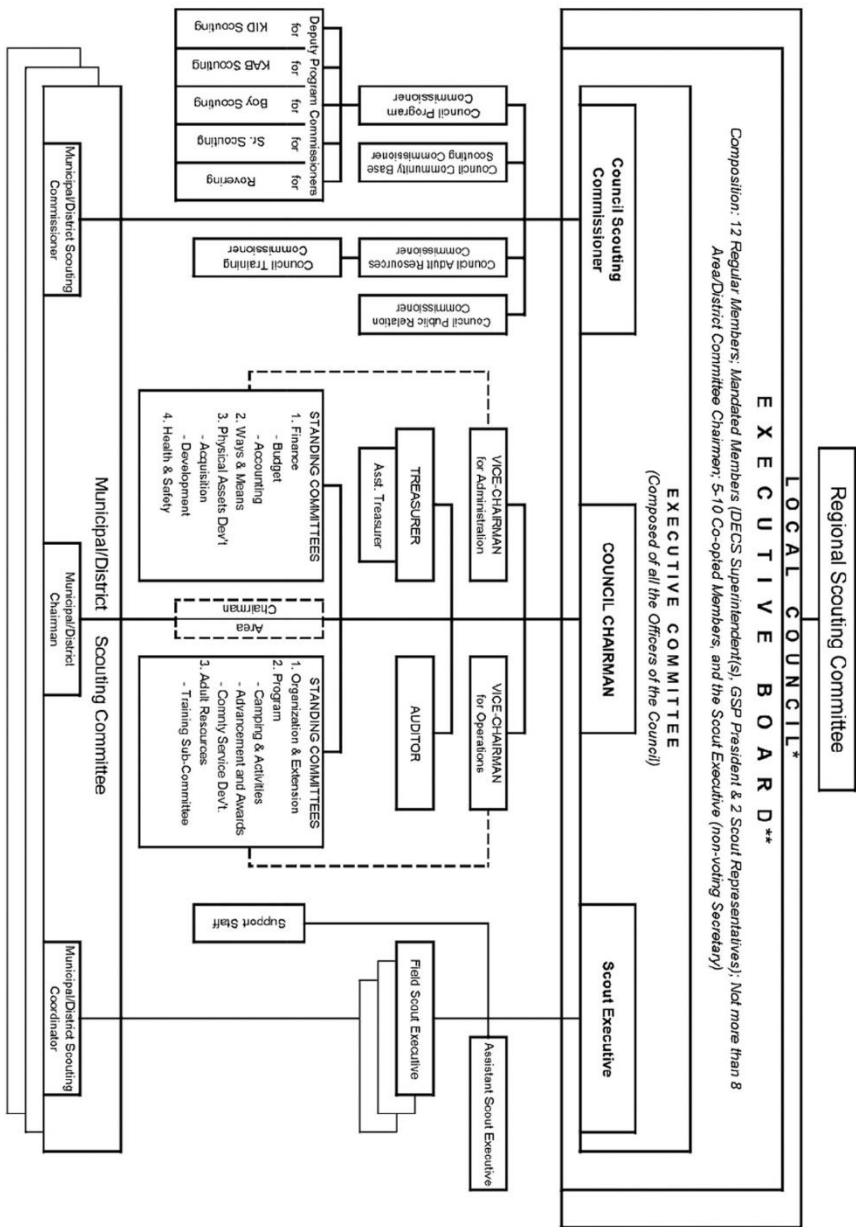
### **Area Coordinating Committee**

If warranted by the big number of districts, the council shall combine three or more Scouting districts to form an Area Coordinating Committee.

### **Composition**

Chairmen of the Municipal/District Scouting Committees  
Municipal/District Scouting Commissioners  
Municipal District Scouting Coordinators

# 11. Local Council Organizational Chart



## **12. LOCAL COUNCIL EXECUTIVE COMMITTEE**

### **A. COUNCIL CHAIRMAN**

#### **a. Job Description**

1. Executes overall supervision of Council operations and ensures that its constitutional obligations and duties are observed.
2. Presides at all meetings of the Council, its Executive Board and Executive Committee.
3. Appoints the Chairmen of all Council Committees as provided in the By-Laws.
4. Sits as an Ex-Officio member of all Council Committees.
5. Performs other duties deemed necessary by the Executive Board.

#### **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Resident and/or with business address in the Council.
5. Ability to work with a team.
6. Willing to take training, at least, the BSP Scouting Orientation.
7. Possesses CAWIT (Commitment, Availability, Willingness, Interest, Time).

### **B. VICE-CHAIRMAN**

#### **a. Job Description**

1. Presides at meetings in the absence of the Chairman.
2. Performs the duties of the Chairman in the latter's absence.
3. Exercises supervision of specific Committees according to the following schedule:

## **1. Vice Chairman for Administration**

- supervises the following Committees:

- a. Finance
- b. Physical Assets Development
- c. Ways and Means
- d. Health and Safety

## **2. Vice Chairman for Operations**

– supervises the following Committees:

- a. Organization and Extension
- b. Adult Resources
- c. Program

### **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Resident and/or with business address in the Council.
5. Ability to work with a team.
7. Willing to take training, at least, the BSP Scouting Orientation.
8. Possesses CAWIT.

## **C. COUNCIL TREASURER**

### **a. Job Description**

1. Ensures that all monies received by the Council are duly receipted and deposited in the designated Council depository bank.
2. Disburses funds only by approved resolution of the Council Executive Board.
3. Renders duly audited financial reports at regular meetings of the Council and its Executive Board.



**b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Resident and/or with business address in the Council.
5. Ability to work with a team.
6. Willing to take training, at least, the BSP Scouting Orientation.
7. Possesses CAWIT.

**D. COUNCIL ASSISTANT TREASURER****a. Job Description**

1. Assists the Treasurer in his functions.
2. Acts in the Treasurer's absence.

**b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
4. Should be morally, spiritually, mentally, physically and emotionally fit.
5. Resident and/or with business address in the Council.
6. Ability to work with a team.
7. Willing to take training, at least, the BSP Scouting Orientation.
8. Possesses CAWIT.

**D. COUNCIL AUDITOR****a. Job Description**

1. Conducts periodic audit of books of account of the Council.
2. Verifies and certifies as to the correctness of all financial transactions of the Council.
3. Conducts the annual property inventory of the Council.

## **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Resident and/or with business address in the Council.
5. Ability to work with a team.
6. Willing to take training, at least, the BSP Scouting Orientation.
7. Possesses CAWIT.

## **F. COUNCIL SCOUTING COMMISSIONER**

### **a. Job Description**

1. In consultation with the Council Scout Executive, recommends to the Executive Board persons for appointment as members of the Commissioners staff.
2. Supervises the work of the Commissioners staff.
3. Ensures that members of the Commissioners staff undertake relevant Scouting training.
4. Appraises the Council Executive Board and its Standing Committees on the progress of Scouting in the Council.
5. Helps disseminate and implement Local Council policies and plans.
6. Advises and works closely in his area of operation with the Council Scout Executive.
7. Ensures that the benefits of the Scouting program reach as many young people as possible in the Council.

### **Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.

2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Possesses administrative ability (relationship skills, leadership, communication).
5. Possesses basic Scouting knowledge through participation in Scouting Orientation.
6. Possesses CAWIT.

## **G. COUNCIL SCOUT EXECUTIVE / SECRETARY**

### **a. Job Description**

1. Serves as Secretary of the Board, the Executive Committee and all Standing and Special Committees of the Board without voting privileges.
2. Maintains updated records of the status, training and assignments of volunteer Scouters.
3. Initiates and promotes the conduct of Scouting activities/events/projects of the Council.
4. Evaluates the performance of Council personnel and recommends recognition when appropriate.
5. Supports and cooperates with BSP National and Regional goals.
6. Serves as the Chief Operating Officer of the Council and as such shall be responsible and accountable for the administration of the Council Staff, Office, and Program in accordance with policies.

### **b. Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Has taken a Basic Training Course for Unit Leadership prior to attendance in a professional Scouters training course.
4. Has worked in a Local Council for at least one year.
5. Possesses good public relations.
6. Possesses CAWIT.

## 13. THE COUNCIL COMMISSIONERS' STAFF

### a. COUNCIL TRAINING COMMISSIONER

#### Job Descriptions

1. Ensures the conduct of appropriate training required of all Leaders.
2. Plans, implements, supervises and evaluates the training needs of adult leaders.
3. Conducts the Council Training Team Conference and the District Training Commissioners meeting at least once a year.
4. Recommends persons qualified as District Training Commissioners and Training Counselors.
5. Assists and guides District Training Commissioners and Training Counselors, and provides personal support to ensure successful performance.
6. Coordinates with other Commissioners and Scout Executives on matters concerning leader training.
7. Recommends the award of Wood Badge tokens and Honorable Charges for ALTs/LTs.
8. Recommends persons qualified and eligible to conduct adult leader training courses.
9. Monitors and ensures that training courses are conducted within prescribed policies as set forth in the BSP Training Policy.
10. Assists in the evaluation of a leader's performance at the end of the term of appointment.
11. Identifies problem areas in the field of training, and recommends necessary measures to ensure the growth of leaders.
12. Coordinates with and supports the Regional Training Commissioner in achieving sufficient and high quality leadership.
13. Conducts Trainers Updates or reorientation whenever necessary.

#### Job Profile

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.

4. Keeps himself/herself updated in knowledge and skills of Leader Training.
5. Familiar with the BSP Adult Resources Policy, especially the Training Policy.
6. Must be a Leader Trainer.
7. Possesses CAWIT.

## **b. COUNCIL COMMUNITY BASE SCOUTING COMMISSIONER**

### **Job Description**

1. Maintains a cooperative relationship with the Area/District leaders.
2. Ensures that the Council maintains an annual program plan for Neighborhood Scouting.
3. Coordinates with the Local Government Units and other agencies for resources and support of Neighborhood Scouting.
4. Conducts regular meetings of Adult leaders involved in Neighborhood Scouting.
5. Assists the Council Scouting Commissioner in evaluating the progress of Scouting in the Council
6. Keeps the Council Scouting Commissioner abreast of the progress in the implementation of Neighborhood Scouting.

### **Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Possesses a clear understanding of the Scouting program.
5. Must have finished the Basic Training Course for Leaders of Adults.
6. Possesses CAWIT.

## **c. COUNCIL PUBLIC RELATIONS COMMISSIONER**

### **Job Description**

1. In concordance with the National PR policies of the Boy Scouts of the Philippines, advises the Council Executive Board on sound Public Relations procedures to enhance the image of the Movement and strengthen the goodwill it has gained.
2. Periodically monitors the public image of the Council, and of Scouting in general, by consulting with various communities.
3. Heightens Scouting's visibility by preparing and implementing a sustained Public Relations program at Council level.
4. Maintains good working relations with the local media to ensure their support.

### **Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Finishes Scouting Orientation.
5. Possesses excellent communication skills and working knowledge of media relations.
6. Possesses CAWIT.

## **d. COUNCIL PROGRAM COMMISSIONER**

### **Job Description**

1. Assists the Council Scouting Commissioner on program matters.
2. Initiates the preparation and ensures the proper implementation of the Council Annual Program Plan.
3. Oversees the work of the Sectional Deputy Program Commissioners.
4. Encourages the Deputy Program Commissioners and other leaders involved in program implementation to acquire skills that will improve their competence.

4. Keeps himself/herself updated in knowledge and skills of Leader Training.
5. Familiar with the BSP Adult Resources Policy, especially the Training Policy.
6. Must be a Leader Trainer.
7. Possesses CAWIT.

## **b. COUNCIL COMMUNITY BASE SCOUTING COMMISSIONER**

### **Job Description**

1. Maintains a cooperative relationship with the Area/District leaders.
2. Ensures that the Council maintains an annual program plan for Neighborhood Scouting.
3. Coordinates with the Local Government Units and other agencies for resources and support of Neighborhood Scouting.
4. Conducts regular meetings of Adult leaders involved in Neighborhood Scouting.
5. Assists the Council Scouting Commissioner in evaluating the progress of Scouting in the Council
6. Keeps the Council Scouting Commissioner abreast of the progress in the implementation of Neighborhood Scouting.

### **Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Possesses a clear understanding of the Scouting program.
5. Must have finished the Basic Training Course for Leaders of Adults.
6. Possesses CAWIT.

## **e. COUNCIL DEPUTY PROGRAM COMMISSIONERS FOR KID SCOUTING, KAB SCOUTING , BOY SCOUTING, SENIOR SCOUTING, ROVERING**

### **Job Description**

1. Assists the Council Program Commissioner on matters relevant to a particular section.
2. Assists the Council in the preparation of the yearly program plan pertaining to a particular section.
3. Initiates the conduct of projects and activities suited to a particular section.
4. Ensures the effective promotion and implementation of a particular program section.
5. Monitors the conduct of District/municipal roundtables on a particular section.
6. Helps evaluate a particular program section and recommends ways for its improvement.
7. Ensures that Unit Leaders of a particular section receive necessary training and leadership skills.

### **Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Possesses clear understanding of the Scouting program, and is preferably a member of the National Training Team.
5. Possesses CAWIT.

## **14. LOCAL COUNCIL STANDING COMMITTEES**

### **I. COUNCIL COMMITTEE CHAIRMAN**

#### **Job Description**

1. Presides over meetings of the Committee.
2. Recommends the best men/women for appointment as members of the Committee.
3. Works closely with the other Committee Chairmen.
4. Ascertains that all recommendations of the Committee conform with the policies of the BSP.



### **Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Must be a regular member of the board.
5. Must have attended a Basic Training Course for Leaders of Adults.
6. Possesses CAWIT.

## **II. COUNCIL COMMITTEE MEMBERS**

### **Job Description**

1. Endeavors to attend meetings of the Committee.
2. Works closely with the Chairman and other Committee members for the attainment of Committee objectives.
3. Accepts assignments and participates actively in Committee deliberations and undertakings.

### **Job Profile**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Is not engaged in activities that constitute public scandal.
4. Must have attended a Basic Training Course for Leaders of Adults.
5. Possesses CAWIT.

## **a. COUNCIL COMMITTEE FOR FINANCE**

### **Functions**

1. Prescribes local policies, rules and regulations pertaining to financial management of the Council.
2. Ensures that the Council keeps and maintains appropriate books of account.
3. In consultation with the Council Chairman, Treasurer and Council Scout Executive, initiates the preparation of the Council budget.

## **b. COUNCIL COMMITTEE FOR WAYS AND MEANS**

### **Functions**

1. Participates as an ex-officio member in other Committees to ensure proper coordination.
2. Determines appropriate ways of raising funds to support Council operations.
3. Plans and implements measures and approaches to funds.
4. Helps guarantee the availability of funds at the right time and in the amount required.

## **c. COUNCIL COMMITTEE FOR PHYSICAL ASSETS DEVELOPMENT**

### **Functions**

1. Formulates plans for the management and administration of physical assets of the Council subject to the approval of the Local Council Executive Board and policies of the BSP.
2. Periodically assesses and takes action in accordance with BSP policies, to maximize the utilization of Council physical assets.

## **d. COUNCIL COMMITTEE FOR HEALTH AND SAFETY**

### **Functions**

1. Prescribes policies and procedures to ensure that the health and safety of participants are cared for during Scouting activities.
2. Ensures that the Council organizes the Emergency Service Corps in strategic Districts/municipalities.
3. Endeavors to enlist the support and cooperation of related organizations in ensuring the conduct of healthy and safe Scouting activities.

## **e. COUNCIL COMMITTEE FOR ORGANIZATION AND EXTENSION**

### **Functions**

1. Establishes local policies regarding organization of Units.

2. Prepares a plan that will ensure that each boy in its jurisdiction is given the opportunity to benefit from the Scouting program.
3. Prescribes ways and means by which friendly and cooperative relationships with the Sponsoring Institutions are developed and maintained.

## **f. COUNCIL COMMITTEE FOR CAMPING AND ACTIVITIES**

### **Functions**

1. Prescribes local policies with reference to Unit camping, hiking and other related activities.
2. Ensures that balanced annual programs of activities are effectively promoted and carried out in the program sections in cooperation with District/Municipal counterparts.
3. Ensures that camping standards are strictly adhered to in accordance with the Scouting method and established Scouting practices.
4. Ensures that Institutional Scouting Committees understand and recognize responsibilities. Provides facilities for well-rounded outdoor programs in order that each Scout is ensured of the opportunity of an enjoyable Scouting experience each year.
5. Responsible for the development and promotion of a balanced annual program of special events which contribute to the effectiveness of the regular Scouting program, such as –but not limited to– merit badge shows, Scout rallies, Scouting month celebrations, and camporees.

## **g. COUNCIL COMMITTEE FOR ADVANCEMENT AND AWARDS**

### **Functions**

1. Establishes policies and procedures relative to advancement.
2. In coordination with the District/Municipal Scouting Committees, plans a balanced annual program that will provide opportunities for Scouts to demonstrate the fulfillment of advancement requirements

3. Ensures that enough qualified merit badge counselors are available to meet the growing number of Scouts advancing in various ranks.
4. Ensures that Scouts' performance and achievements are recognized and the conferment of awards is conducted in appropriate ceremonies.

## **h. COUNCIL COMMITTEE FOR ADULT IN SCOUTING**

### **Functions**

1. Adopts strategies for engaging adults in Scouting from District to Council levels.
  - Practices for acquisition of adult support in Scouting
  - Training appropriate for all adult functions
  - Management of Adult Resources to support the growth of the Movement at the Local Council Level.
2. Suggests strategies for engaging adults in Scouting at Unit and Institutional Levels.
3. Provides guidelines for the training of all recruits.
4. Assesses adult achievement in accordance with the Mutual Agreement between the adult and the organization.
5. Advises the Council Executive Board on the proper implementation of the Adult Resources Policy in the Council.
6. The Council Adult Resources Commissioner is an ex-officio member of this Committee.

### **Job Profile**

1. Chairman must be a regular member of the Board.
2. Chairman and members must be of good moral character and possess integrity.
3. Must have attended the BTC in Scouting.
4. Possesses CAWIT (Commitment, Availability, Willingness, Interest, Time).
5. Preferably with background in Human Resources Development.

## **i. TRAINING SUB-COMMITTEE**

### **Functions**

1. Assesses training needs of Adult leaders in the Council.
2. Calendars events and activities for the training of adults in the Council.
3. Plans for and monitors the conduct of Council training courses.

The Training Commissioner is an ex-officio member of this Sub-Committee.

Boy Scouts of the Philippines  
National Office  
Manila

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A G R E E M E N T

Having been appraised on the duties and responsibilities of a \_\_\_\_\_, I hereby agree to follow to the best of my ability, the program of work I will prepare based on the job description of this position.

In so doing, I will keep myself abreast of the methods, principles and policies of the Organization. I will do my best to make myself available and participate in training courses, seminars, conferences or other events that will provide me with the competencies I will need in fulfilling my obligations or that will enhance my position or the goodwill of the Organization.

---

Signature over printed name

Boy Scouts of the Philippines  
National Office  
Manila

A P P O I N T M E N T

Acknowledging the value of the services that  
M\_\_\_\_\_ may provide, he/she is hereby appointed  
\_\_\_\_\_ of \_\_\_\_\_ for  
one year effective \_\_\_\_\_, renewable.

With this appointment goes the assurance that, barring no serious impediments, he/she will be provided support and every opportunity to participate in training courses, seminars, conferences or other events that may enhance his/her skills to perform his/her job and/or that will enhance the goodwill of the Organization.

He/she will be expected to submit a program of work based on the descriptions of his/her job.

\_\_\_\_\_  
Head of Institution/Institutional Scouting  
Representative

## ACKNOWLEDGEMENT

The Volume II of the Adults in Scouting Policy for Volunteer Scouters (District and Council Level Positions) of the Boy Scouts of the Philippines has been written as a guide for the Area Coordinating Committees, Municipal/District Scouting Committees and the Local Councils on how to effectively manage the Adults in Scouting in their respective levels.

This volume includes the Job Description, Job Profiles and the Training Support needed in order to ensure the appointment of the right persons for the different Scouting positions in the District and in the Local Councils, respectively.

It is hoped that this manual can contribute in making sure that the Youth Program is effectively delivered to the young people.

The Adults in Scouting Committee, BSP would like to express its gratitude and appreciation to the following members of the Editorial Committee who worked hard in order to make this 2nd Volume of the AIS Policy for Volunteer Leaders of the Boy Scouts of the Philippines a reality:

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Hon. Vincent H. Piccio III      Mr. S. Prassanna Shrivastava

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Ms. Julieta C. Buensuceso      Ms. Malou O. Palma







## Boy Scouts of the Philippines

### VISION

**Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law.**

### MISSION

**To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.**



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