



Group Youth Commissioner – Public Appointment Process

The steps in this document are to be used as the process for appointing Group Youth Commissioners (GYC) within the Fraser Valley Council (FVC). This process is a reflection of the **COPS 014 Public Appointment Process to ensure that the appointment of GYC's is open and fair**. However, the steps below have been simplified to ease in the appointment of young youth into the positions. Adherence to this process is the responsibility of the supervising commissioner, which would be the Area Youth Commissioner (AYC).

Step 1: Identify upcoming vacancies. Allow sufficient **time for transition from current GYC's to new GYC's**.

Step 2: Identify who will be part of the process. If the AYC is not able to complete the process, they may select someone as their designate to oversee the GYC PAP. The AYC and GC should be part of the process in identifying a good candidate for the GYC role. The AYC is the one to make the final selection.

Step 3: Ensure there is an up-to-date **job description and that any 'local' needs are addressed**.

Step 4: Advertise the GYC vacancy by making the youth and leaders aware in the group. This could be done via email, section visits, etc.

Step 5: Gather recommendations from the GC, and other group members as needed.

Step 6: Review applications and recommendations.

Step 7: Complete a 'mini interview' with at least the top two candidates (GC can be included if they desire). This can be a simple conversation in-person or on the phone to get to know the youth and what leadership experiences they have had in the past.

Step 8: Review appointment decision with GC before the AYC makes the official appointment.

Step 9: GC is to pass on the official appointment announcement to the members of the group.

Step 10: AYC is to ensure the new GYC is entered into Myscouts.ca and that volunteer screening is completed. (GC or Area Service Team members can assist with this process)