

South England Conference

Pathfinders and Adventurers

DUTIES, PROCEDURES AND ELECTION OF PATHFINDER and ADVENTURER AREA COORDINATORS

(Updated November 2022)

Pathfinder and Adventurer Area Coordinator

Conference/fields may be divided into geographical areas with a Pathfinder Area Coordinator serving in each area. The following qualifications, procedures, and duties are to guide in the selection of a person to fill this post and to serve as working outline for the person chosen. The Coordinator should be approved by the conference committee if he/she is to have authority. It is understood that Area Coordinators serve in a Volunteer capacity.

I. QUALIFICATION FOR A PATHFINDER and ADVENTURER COORDINATOR

- A. Be a serving Master Guide
- B. Have at least five years of Pathfinder experience, including three years of administrative responsibilities.
- C. Live in or is a member of a church in the Pathfinder Area he or she is serving.
- D. Not hold office in a local Pathfinder Club.
- E. Any exception to the above qualifications must be approved by Conference Pathfinder and Adventurer Director.

II. DUTIES OF THE PATHFINDER and ADVENTURER AREA COORDINATOR

A. Basic required duties:

The conference/mission committee authorizes the Pathfinder coordinator to serve in the following functions:

- Be available to give assistance to the local pastor and/or club leadership in promoting and supporting Conference, Union, and General Conference Pathfinder policies and programs.
- Visit each club in their area often enough to become familiar with its program.
- Attend Pathfinder Area Coordinators' meetings to assist in the planning of conference functions, as well as the overall Pathfinder program. These meetings will be held at least quarterly.
- Assist the conference/mission youth leader at camporees, fairs, training courses, and other conference/mission Pathfinder functions.

B. Other functions as requested by local clubs and/or pastors:

- Assist local clubs with such activities as Pathfinder Day programs, Investitures, inductions, and inspections.
- Encourage churches without Pathfinder Clubs and help them get clubs started.
- Promote and direct area activities such as camping trips, athletic events, leaders' training courses, and leaders' meetings.

C. Optional suggestions:

- Promote participation in community activities such as: parades and fairs.
- Promote and direct area-wide outreach and service projects.
- Publish an area bulletin.
- Any other activities desired by the directors of the local clubs in a given area.

III. ELECTION OF THE PATHFINDER and ADVENTURER AREA COORDINATOR
(South England Conference Amendment - Revised November 2022)

Election of Pathfinder and Adventurer Area Co-ordinator in the South England Conference:

Preamble:

- The South England Conference is unique to any other Conference in the world field because of its geography, cultural structure and club needs.
- As a result, the Conference Pathfinder and Adventurer Department, approved by the South England Conference Executive Committee, agreed to amend the serving and election procedure for Pathfinder Area Coordinators.
- Also, since the Pathfinder Administrative Manual serves as a guide to Pathfinder entities in the world field, it indirectly allows each entity to adapt according to the needs of that field.
- Therefore, the following will serve as policy guidelines for the election and serving of Pathfinder Area Co-ordinators in the South England Conference field:

- a) **Area Co-ordinator Structure**
- b) **Number of Pathfinder Area Co-ordinators per Area**
- c) **Election Procedure for Pathfinder Area Co-ordinators**
- d) **Term of Office for PACs and Re-Election procedure**

1) Area Co-ordinator Structure

The following Pathfinder Area Coordinator structure shall be for the SEC Pathfinder Department. The following needs to be understood not as a hierarchical structure, but rather in the context of distribution of responsibilities.

a. Program Coordinators:

Program Coordinators take responsibility for co-ordinating Conference wide training events, for example:

- Master Guide-In-Training
- Basic Staff Training
- Teen Leadership Training
- Pathfinder Leadership Program
- Assessors Training
- Drum Corps and Drill Training
- Pathfinder and Adventurer Bible Experience
- Master Guide Club
- Pathfinder Exhibitions
- Other Programmes initiated by the Conference

b. General Area Coordinators

General Coordinators take responsibility to support, visit and guide local Pathfinder and Adventurer clubs as well as fulfil the duties expected of PACs as set out in the duty guidelines above.

c. Associate Co-ordinators

- Associate Coordinators serve as newly elected General Coordinators, in an assisting capacity, by being asked to get involved in as many conference-wide programs as possible in their first year.
- Associates also serve in their local area fulfilling the duties as PACs as set out in the Pathfinder Administrative Manual
- Associate Co-ordinators serve for 1 year as associates with a view to be co-opted as General Coordinators.
- Associate Coordinators may choose to continue to serve as Associates until re-elected.

d. Assistant Coordinators

- Assistant Coordinators serve primarily in their local area assisting Associate and General Co-ordinators in the duties as PACs as set out in the Pathfinder Administrative Manual.
- Assistant Coordinators may be called upon to serve at the Conference-wide events where needed.
- Assistant Coordinators do not form part of the Conference Pathfinder Area Coordinators Meetings, but may be called on as invitees where needed.

- e. Program Coordinators, General Area Coordinators and Associate Coordinators form part of the Conference Pathfinder Area Coordinators Meetings.

2) Number of Pathfinder and Adventurer Area Co-ordinators per Area

A minimum number of 2 (Two) Area Coordinators are recommended for every Area in the SEC. The maximum number of Area Co-ordinators are determined by the Conference Pathfinder and Adventurer Director and are subject to geography and need.

3) Election Procedure for Pathfinder and Adventurer Area Co-ordinators in the SEC

- A. In conjunction with the local Church Pathfinder and Adventurer leaders in the specific Area, serving Area Co-ordinators recommend suitable names to serve as Area Coordinators for their area, subject to the qualification criteria in the Pathfinder Administration manual.
- B. Each Area recommendation will be presented by the Area Coordinator to the Conference Pathfinder department at least 30 days before the election. (A 'Recommendation' from the Area does not automatically translate into a 'Nomination' for approval to the SEC Executive Committee. A Nomination is subject to the successful outcome of the first two levels of the approval process.)
- C. The recommended Pathfinder Area Coordinator's name will undergo an **Approval** process which include:
 - An **Interview** with serving Conference Director
 - **Recommendation** from Local Pastor
 - The successful candidate/s will be **Nominated** by the Conference Director to the SEC Executive Committee.
 - **Approval** of the names will be considered by the SEC Executive Committee
- D. Upon approval of the Executive Committee, the newly elected Area Co-ordinator will serve as 'Associate Coordinator' for 1 year, with a view to be co-opted either as a General or Program Co-ordinator.
- E. During the year as Associate, the Area Co-ordinator will be asked to be involved with a number of Conference-wide programs, as well as serve in the General PAC capacity in order to get as much experience on a Conference level.
- F. After 1 year, at the discretion of the serving Conference Director, the elected Area Coordinator, may be asked to serve as Program Coordinator, subject to the need at the time; or as General Area Coordinator. The elected Area Coordinator may also continue to serve as Associate Coordinator if they choose to or by request from the Conference director.
- G. Pathfinder Area Coordinators are appointed by the Conference Executive Committee and are not subject to the local Area Lay Advisory election

procedure. Coordinators are required to work in close conjunction and in support of the local Area Lay Advisory they are called to serve.

4) Term of Office as PAC and Re-Election procedure

- The term of office for all Pathfinder Area Co-ordinators in the South England Conference Field will be 4 years; concurrent with the serving Conference Director's term of office. This includes the first year serving as Associate Area Coordinator.
- Area Co-ordinators are elected/re-elected mid-term of the Conference Director's term of office, which equates to 2 years after a Conference session.
- All Re-elections to the office of Pathfinder Area Coordinator will be at the discretion and recommendation of the serving Conference Pathfinder Director; and will follow the same approval procedure as their first election:
 - An **Interview** with serving Conference Director;
 - **Recommendation** from Local Pastor;
 - The successful candidate/s will be **Nominated** by the Conference Director to the SEC Executive Committee;
 - **Approval** of the names will be considered by the SEC Executive Committee.
- If an Area Coordinator is appointed anytime within 2 years of the next election period, they will still be subject to the re-election review procedure.
- There is no limit to re-election.

----- o0o -----