

Adult Membership Change

The A2 and A3 process has now been automated. This is used to alter an Adult/Leader Classification or role/position. A move to Fellowship is considered a change not retirement. This process is also used to retire an Adult/Leader. All State role changes and any requests for secondary appointments are completed by emailing leaderroles@scoutsvictoria.com.au.

Step One:

LIC initiates Adult Membership Change (AMC) from extranet member record

- Open Member Record
- Select [[Change Adult Membership](#)]
- Choose to change or retire
- Select role or position to change or retire

Classifications/Roles Held
Please select an appointment you would like to Change:

Classification/Role
<input checked="" type="radio"/> JOEY SCOUT LEADER

- Select to change formation or same as current

Formation: Same as current

- Select new classification or position or same as current

Classification/Role/Position: Same as current

- Insert retirement reason if applicable, add comments and select submit application

Tips:
For Fellowship, select Region ASF or Group, campsite and add Fellowship in classification.
For Adult Supporters: Select Position eg group rostered parent

Step Two:

Email link is sent to Member and will cc in LIC and District/Region Leader (incoming and outgoing if applicable for change)

Step Three:

Member selects Link in email and then accepts or rejects change and adds comment. If there is no response from member- MST move to Step five

Step Four:

Member accepts change or retirement: Email notification will be sent to LIC and District/ Region Leader.

Step Five:

District or Region Leader approves change in their workflow

- [Adult Membership Change Applications](#)
 - 2 Online AMC Applications to be accepted by Members
 - 1 Online AMC Applications to be approved by DC to MST

Step Six:

MST checks and auto populates the adult membership list, which is approved each Sunday

If Member rejects change or retirement:

Step Four:

Email notification will go to LIC and District/ Region Leader with member comments

Step Five:

Follow instructions in email to either follow up with member or proceed with advice from peopleandculture@scoutsvictoria.com.au