

Role description for Secretary to the Executive Committee



Also referred to as Group, District or
County/Area/Region Secretary

Item Code FS330032 Date September 2017 Edition No. 4 (103358)

0345 300 1818

Role description

Title: Group, District or County/Area/Regional (Scotland) Secretary

Outline: The Secretary will support the Chair of the Executive Committee to ensure the smooth functioning and sound administration of the Scout Group, District or County/Area/Region in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible to: The relevant Scout Council.

Appointment Requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies).

Training requirements: Must complete Module 1 within 5 months of full appointment.

It is expected that whilst volunteering for this role you will undertake regulated activity.

Main Tasks
The responsibilities of the Secretary
Provide administrative support to the running of the Executive Committee.
Act as Secretary for the relevant Scout Council.
Work with the Chair of the Executive Committee to set meeting agendas and arrange meeting logistics for the Executive Committee.
Taking accurate and accessible minutes of Executive Committee meetings.
Distributing agendas, minutes and supporting documents for Executive Committee meetings.
Maintaining accurate records for the administration of the Group, District or County/Area/Region; including meeting minutes, census details, ownership of property and equipment, insurance and financial information.
Ensuring the safety and security of records maintained by the Executive Committee, complying with appropriate legal requirements.
Communicating with the Executive Committee and relevant Scout Council.
Support the completion of the Annual Census return.
Preparing the appropriate administration for the Annual General Meeting, including collating the Annual Report and Accounts for the Annual General Meeting.

The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email info.centre@scouts.org.uk www.scouts.org.uk

General Executive Committee Responsibilities
To be a full and active participant in Executive Committee meetings and activities.
To uphold the responsibilities of an Executive Committee as outlined in The Scout Association's Policy Organisation and Rules.
Willingness and eligibility to act as a Charity Trustee for the Group, District or County/Area/Region.*
Contribute to the strategic aims and future development of the Group, District or County/Area/Region.

Skills for a Secretary
<ul style="list-style-type: none"> • Strong organisational skills • Strong communication skills • Ability to work as part of a team • Able to think creatively and solve problems • Good IT skills • Ability to summarise information for different audiences • Willing to speak one's mind and listen to the views of others. • Able to maintain independent and objective judgement

Other tasks agreed with the Line Manager

The Secretary may delegate some of these tasks to other members of the Executive Committee for completion, but they must maintain responsibility for their completion.

*Terms of Eligibility for Charity Trusteeship can be found in The Scout Association's Policy, Organisation and Rules; or by contacting the Charity Commission for England and Wales, the Charity Commission for Northern Ireland, or Office of the Scottish Charity Regulator.