

Role description for a ... Group Secretary



Title: Group Secretary

Outline: To assist the Group Chairperson in the effective administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible for: The provision of sound administrative support and information to the Scout Group

Responsible to: Group Chairperson

Main Contacts: Members of the Group Executive, District Secretary, Group Scout Leader, Section Leaders in the Group, Group Treasurer and the Group Chairperson. .

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File. Eligible for Charity Trustee status.

"General" Main Tasks	"Specific" Tasks Agreed with the Group Chairman
<ul style="list-style-type: none"> Act as Secretary to the Scout Group Council 	
<ul style="list-style-type: none"> Act as Secretary to the Scout Group Executive Committee 	
<ul style="list-style-type: none"> Work closely with and support the Group Chairperson 	
<ul style="list-style-type: none"> Provide sound administration in respect of the obligations according to POR, including: inventories of Group equipment. 	
<ul style="list-style-type: none"> Ensure completion of the Group Annual Census return 	
<ul style="list-style-type: none"> Maintain records and lists of members and associate members as required for the effective administration of the Scout Group 	
<ul style="list-style-type: none"> Ensure documents relating to the ownership of property and equipment and all other legal and official documents are kept in a safe and secure place, ensuring there is a full recovery of all files stored electronically 	
<ul style="list-style-type: none"> Maintain effective communication with the District Secretary 	
<ul style="list-style-type: none"> Be a full and active member of the Group Executive Committee. 	
<ul style="list-style-type: none"> Work alongside the Group Executive Committee in producing the Scout Group Annual Report 	