

# Role Description



**Role Title:** Group Administrator

## What does this mean?

Group Administrators are responsible for assisting with the smooth running and sound administration of the Group. This is to be in accordance with all applicable policies including the Policy, Organisation and Rules of The Scout Association.

## Who is responsible for you?

Group Chairman

## Requirements if you take on this Role:

This role requires the completion of:

- Module 1 (or Module 1E if part of the Executive Committee)

And if taking part in events/activities where responsible for young people also:

- Ongoing safeguarding and safety training.

## Main Tasks:

- Assist in Maintaining accurate records for the administration of the Group, including meeting minutes, census details, ownership of property and equipment, insurance and financial information
- Coordinate the membership records for adults and young people in the Scout Group
- Collating national census details
- Collating and arranging payments of national membership fee
- Leading and supporting the Scout Group with the Gift Aid Scheme
- Arranging administration and logistics in relation to the meeting place
- Arranging administration and logistics in relation to Group wide events and activities

## Wider Group Tasks:

- Attend and Contribute to relevant Group and District Meetings.
- Willingness and eligibility to act as Charity Trustee for the Group if required
- Contribute to the strategic aims and future development of the Group.
- Willingness to undertake and complete tasks which support the work of the Executive Committee and aims of the Group.

**Other things you may be asked to help with:**

- Support Fundraisers organised by others within the Group.
- Help with administrative tasks and research as required by the Group
- Help fill in forms for possible fundraising options including grants etc, with the help of the fundraising team.
- Any other tasks as agreed with the Group Scout Leader/Group Chairman

NB: Some of these tasks may be delegated to other members of the Group but will remain the responsibility of the Group Administrator.

\*\*\* There are additional “un-official” roles that you may be able to do alongside this role to help the Group, however the additional role should not take away your ability to fulfil this one. \*\*\*