

# Role Description



**Role Title:** Secretary (Executive Committee)

## What does this mean?

Secretaries are responsible for looking after the administration of the Executive Committee and Group, along with providing the relevant support and information needed for it to function. 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?

Scout Council

## Requirements if you take on this Role:

This role requires the completion of:

- Module 1E

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

- Ongoing safeguarding and safety training.

## Main Tasks:

- Provide administrative support to the running of the Executive Committee
- Act as Secretary for the 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 the Executive Committee
- Distributing agendas, minutes, and supporting documents for the Executive Committee
- Maintaining accurate records for the administration of the Group, 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
- 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

**Wider Group Tasks:**

- Attend and Contribute to relevant Group and District Meetings.
- Willingness and eligibility to act as Charity Trustee for the Group
- Contribute to the strategic aims and future development of the Group.
- Understand the role of Secretary and the role of others on the Executive Committee.
- 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 Executive Committee and 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

NB: Some of these tasks may be delegated to other members of the Executive Committee or other Group Leaders but will remain the responsibility of the Secretary.

\*\*\* 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. \*\*\*