

## SCOUTS AUSTRALIA (VICTORIAN BRANCH)

### ROLE DESCRIPTION

#### Secretary

#### Mafeking Rover Park Management Group



<b>Title</b>	Secretary
<b>Reports to</b>	Chairman – Mafeking Rover Park
<b>Measurement</b>	Membership, Quality and Participation.

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The Mafeking Rover Park Management Group seeks a Rover to join the team to fulfil the role of **Secretary**.

The Secretary coordinates the agenda, records minutes for Town Hall and correspondence for the Mafeking Rover Park. This role is open to all Rovers currently registered within Victoria who have an interest in fulfilling the role.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

### PRIMARY RESPONSIBILITIES

#### 1. Objectives/Outcomes

- Coordinate the Agenda a week before the Monthly Town Hall
- Record accurate minutes of the Town Hall and publish them to the Team and the Victorian Rover Council within two weeks
- Produce, or assist in producing letters required by the Management Group
- Produce an Annual Report one month prior to the date of the AGM detailing the work done which is relevant to the duties of the Secretary

#### 2. General

- Attend MRPMG Town Halls
- Required to attend 2 of the 10 monthly working bees
- Be an active and visible member of the Team participating in, attending and supporting events
- Advocate for the MRPMG as required with other members of scouting, promoting and supporting the benefits of the Park
- Other duties as requested by the Chairman – Mafeking Rover Park or Victorian Rover Council



**SCOUTS AUSTRALIA (VICTORIAN BRANCH)**

**ROLE DESCRIPTION**

**Secretary**

**Mafeking Rover Park Management Group**



**ATTITUDE, SKILLS, KNOWLEDGE and QUALIFICATIONS REQUIRED**

**Attitude**

1. Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Have a commitment towards the importance of activities and the 'out' in Scouting
3. Enthusiasm, positivity and resilience
4. Be respectful of all their team accepting individual differences as a resource
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

**Skills**

1. Ability to communicate with and motivate youth, young adults and adults
2. Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills

**Knowledge**

1. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organizations

**Qualifications**

1. This position shall be open to current invested Rovers at the time of the AGM

