



**THE SCOUT ASSOCIATION OF AUSTRALIA
QUEENSLAND BRANCH INC.**

DUTY STATEMENT

TITLE OF POSITION	Deputy Chief Commissioner (Major Activities)
PERSON TO WHOM RESPONSIBLE	Chief Commissioner
PERSONNEL FOR WHOM RESPONSIBLE	Personnel appointed to lead State or National events
LIAISON PERSONNEL	Deputy Chief Commissioners Assistant Chief Commissioners Branch Commissioners Region Commissioners Branch Support Office staff

DEFINITION OF MAJOR EVENTS AND OR ACTIVITIES

1. *Indicates the proposed activity will be underwritten by the Branch.*
2. *Attracts significant numbers of participants and spectators, helpers and adults.*
3. *Has a Branch, National, International, Region or District profile.*
4. *May generate media coverage.*

Please note that Deputy Chief Commissioner (Major Activities) has the authority to decide whether the proposed activity fits the above criteria.

FUNCTIONS

1. Assist the Chief Commissioner in the growth and development of Scouting in Queensland.
2. Manage the delegated responsibilities associated with the role appropriately with efficiency and effectiveness.
3. Carry out other functions and duties connected with the role as delegated by and in support of the Chief Commissioner.
4. Act for and on behalf of the Chief Commissioner as required.

DUTIES

1. Support and advise Camp Chiefs and Contingent Leaders in the provision of all State and National major events (e.g. Agoonoree, Cuboree, Camp LU11, Joey Scout Jaunts, Triple S, Ventures, Jamborees and Moots) ensuring all policies and procedures are adhered to.
2. Ensure all budgets for State and National major events are



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tabled to the Branch Finance Committee within appropriate timeframes and are operated within budget.

3. Ensure all Risk Management policies and procedures are established prior and during all major events.
4. Support Camp Chiefs and Contingent Leaders to provide written reports and financials to the Branch Executive Committee within three (3) months of the event's conclusion.
5. Prepare regular reports for advice to the Chief Commissioner on various aspects of the portfolio.
6. Attend meetings of the Branch Council and other meetings and conferences as appropriate.
7. Provide input to and assist in the attainment of goals associated with the Branch 2020 Plan.
8. Perform other duties that are deemed to be consistent with this role as directed by the Chief Commissioner.
9. Represent and act for and on behalf of the Chief Commissioner as required.
10. Any other duties requested by and in support of the Chief Commissioner.