



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

DUTY STATEMENT

TITLE OF POSITION	Branch Adviser (General Duties)
PERSON TO WHOM RESPONSIBLE	Deputy Chief Commissioner (Major Activities)
LIAISON PERSONNEL	Deputy Chief Commissioners Camp Chiefs for Major Activities Branch Commissioners Branch Support Office staff

FUNCTIONS	<ol style="list-style-type: none">1. Manage the delegated responsibilities associated with the role appropriately with efficiency and effectiveness.2. Carry out other functions and duties connected with the role as delegated by and in support of the Deputy Chief Commissioner (Major Activities).3. In liaison with Deputy Chief Commissioner (Major Activities) take responsibility for the Branch Equipment Store.
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DUTIES	<ol style="list-style-type: none">1. In liaison with the Deputy Chief Commissioner (Major Activities) take responsibility for the Branch Equipment Store, maintaining equipment to be hired or used by major activities.2. By the March 1st each year complete a stocktake of all equipment.3. Liaise with the organisers of Major Activities in regards to their requirements for the following year.4. Report damaged equipment to Deputy Chief Commissioner (Major Activities).5. On completion of items 2, 3 and 4 report to the Deputy Chief Commissioner (Major Activities) any shortfall of equipment.6. Assist when practical on major activities in relation to equipment.7. Assist when available the Region Development and Support team, duties include looking after activity gear in their trailer and assist in running activities that are suitable for Cub Scout aged youth.8. Perform other duties that are deemed to be consistent with this role as directed by the Deputy Chief Commissioner (Major Activities) or Chief Commissioner.
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