



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

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**DUTY STATEMENT**

<b>TITLE OF POSITION</b>	Branch Coordinator (Heritage)
<b>PERSON TO WHOM RESPONSIBLE</b>	Project Commissioner (Heritage)
<b>LIAISON PERSONNEL</b>	Deputy Chief Commissioners Assistant Chief Commissioners Branch Commissioners Region Commissioners District Commissioners BP Guilds Branch Heritage Coordinators from other Branches

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<b>FUNCTIONS</b>	<ol style="list-style-type: none"><li>1. To develop, preserve and promote the History of Scouting in Queensland as a resource for current and future members and the community.</li></ol>
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<b>DUTIES</b>	<ol style="list-style-type: none"><li>1. Develop and maintain the Heritage Archive.</li><li>2. Maintain the display and operation of the Heritage Museum.</li><li>3. Maintain the Heritage Library as a source of History of Scouting and programming resource.</li><li>4. Develop and lead the Branch Heritage Team of Museum Guides, Archive and Library supporters.</li><li>5. Answer enquiries relating to the history of Scouting in Queensland.</li><li>6. Provide displays relating to the History of Scouting in Queensland.</li><li>7. Maintain the "Memories Book" as a record of distinguished Leaders who served at Branch level.</li><li>8. Support other formations at Region, District and Group level to record their Scouting Heritage and/or develop and maintain local Scouting Museums.</li><li>9. Maintain the Heritage pages on Branch website.</li><li>10. Investigate the reintroduction of "The Old Timer" in the Branch magazine "Encompass".</li><li>11. Any other duties requested by and in support of the Chief Commissioner.</li></ol>
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