



# POSITION DESCRIPTIONS

## Executive Committee

The objects and functions of the Executive Committee shall include:

- (a) Marketing and promoting Scouting;
- (b) Determining Branch strategic direction and alliances;
- (c) Setting Branch policy and behaviour;
- (d) Managing agendas and communications;
- (e) Assuring operational and financial capabilities of the Branch;
- (f) Overseeing operating performance and improvement of the Branch;
- (g) Ensuring appropriate succession of officers and members of the Committee;
- (h) Ensuring the Chief Commissioner has the staff and resources to provide the appropriate programme to youth members;
- (i) Ensuring the Chief Commissioner has the staff and resources necessary to train leaders to meet the required levels of competency;
- (j) Ensuring that property and personnel within the Branch are adequately protected by insurance;
- (k) Reporting on the activities of the Branch twice a year to a General Meeting;
- (l) Making provision for the appointment of such paid or honorary staff and such contractors and consultants with such roles, titles, duties, terms and conditions as may be determined from time to time.

**Membership of this committee brings with it the duties, responsibilities and the legal liability of a director for ensuring the corporate governance of the Association.**

Upon election members will be required to attend an induction briefing and sign a confidentiality agreement. During the course of the year members will also be required to sign the annual Directors Audit questionnaire. Members of the BEC must at all times be conscious of and where appropriate declare any actual or perceived conflicts of interest which might interfere with the impartial discharge of their duties.

The committee will meet on a monthly basis and Members may be responsible for chairing or attending one or more sub committees appointed by the Executive Committee.

Persons elected to the committee serve on a volunteer basis.

The Branch Constitution requires at least two Members of the Executive Committee to be under the age of thirty (30) at time of election.

## President

The President in addition to chairing the general meetings of Council will also chair the monthly meetings of the Executive Committee. There will be occasions where the President is called upon to represent the Association both within and outside normal working hours and weekends. The President will also need to be available to attend the meetings of various sub committees appointed by the Executive Committee.

## Secretary

The duties of the Secretary include:

- (a) managing correspondence for the Executive Committee;
  - (b) preparing and distributing notices of meetings, agendas and minutes for General Meetings and meetings of the Executive Committee;
  - (c) carrying out the functions of a secretary pursuant to the Associations Incorporation Act 1981.
- (a) The Secretary shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Branch and the dates of their admission;

- (b) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Executive Committee may require from time to time;
- (c) Subject to the Privacy Policy of the Movement, the Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

This position requires close liaison with the President, Chief Commissioner and the Branch office. The time required for this role should not be underestimated as the role contains a number of deadlines which have to be met on time.

## **Honorary Treasurer**

To chair the Finance Committee which is responsible for the following:

- (a) Reviewing the financial performance of the Branch on a monthly basis;
- (b) Reviewing and approving the monthly financial reports;
- (c) Reviewing and approving the annual operating budget;
- (d) Reviewing all proposals for capital expenditure and reserve allocations prior to presentation to the Executive Committee;
- (e) Reviewing all accounting and fiscal procedures within the Branch and ensure the adequacy of internal controls;
- (f) Monitoring the proper authorization of activities and expenditures;
- (g) Ensuring accuracy of records and annual financial reports;
- (h) Approving the annual financial report;
- (i) Providing independent oversight over Branch accounting and financial reporting;
- (j) Overseeing the annual audit;
- (k) Managing the investment portfolio of the Branch;
- (l) Advising on governance issues where appropriate.

In addition to chairing the monthly Finance committee the Treasurer will also need to build a close liaison with the Branch Financial Controller and members of the Finance department to ensure appropriate documentation and reports are available for the Finance Committee and Executive Committee.

## **Three Commissioners attached to the Branch**

Commissioners nominating for this role in addition to their normal duties and responsibilities will be required to attend the monthly Executive Committee meetings and either serve on or chair one or more sub committees appointed by the Executive Committee.

## **Five adults who are or who are eligible to apply to become members of the Movement**

Persons nominating under this category may or may not be a Member of the Movement at time of nomination. But if elected must be prepared to become a Member of the Movement by signing the necessary paperwork and giving a commitment to the Aim and Principles by making or reaffirming the Scout Promise. Persons elected will be required to attend the monthly Executive Committee meetings and either serve on or chair one or more sub committees appointed by the Executive Committee.

Nominations are to be on the prescribed form with all sections completed, the attachments requested and received by the due date specified on the nomination form to be eligible to be considered for election.