



D U T Y S T A T E M E N T

TITLE OF POSITION	Campsite Management Committee - Chair
REPORTS TO	Campsite Management Committee
DIRECT REPORTS	(INSERT DIRECT REPORTS)
LIAISES WITH	<p>Branch Managed Campsites</p> <ul style="list-style-type: none">○ Deputy Chief Commissioner (Major Activities)○ Branch Commissioner (Campsites)○ Branch Adviser (Branch Equipment and Activity Store) <p>Branch, Region, District or Group Campsites</p> <ul style="list-style-type: none">○ Region Commissioner○ Assistant Region Commissioners○ Region Leaders○ District Commissioner○ District Leaders○ Group and Section Leaders as users of the campsite○ Youth Members as users of the campsite○ Public Campsite Tenants○ Branch Support Office including Facilities and Campsite Team○ Project campsite subcommittees
DELEGATIONS	Financial Delegations – Branch Campsite Management Committee
PURPOSE	The purpose of the Chair role of the Campsite Management Committee is to chair all meetings of the Committee, manage the workloads and duties of the other members of the Campsite Management Committee, be a member of any project campsite subcommittee as requested by the Committee and lead the Committee in the effective and efficient management of the Campsite

PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none">1. Chair all meetings of the Campsite Management Committee.2. Prepare an agenda for each Campsite Management Committee meeting in consultation with the secretary.3. Ensure the Campsite Management Committee operates in accordance with Policy and Rules, Queensland Branch Scouting Instructions, Campsite Management
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Committee Rules and guidelines issued by the Campsite Strategy Committee.

4. To set an example to the other Campsite Management Committee Members by personal example and motivate and enthuse them with specific objectives.
5. To ensure all members of the Committee are given equal opportunity to make submissions to the Committee, speak in support of, ask questions and for explanations of any submissions proposed and to vote on any consideration of the Committee without fear or favour.
6. To be able to understand the crux of a submission or issue, understand the will of the Committee and assist in the formulation of the Committee's decision.
7. To represent the Campsite Management Committee at public meetings as required to promote the Campsite and its facilities or through mutual agreement seek the support of other members of the Committee to represent the Committee when the Chair is unavailable.
8. Liaise with the community, including local business people, service clubs, and all levels of government and associated departments and agencies to ensure that the campsite receives maximum assistance and support to meet the maintenance and growth expectations in accordance with the individual campsite Scout Plan.
9. Attend Campsite Management Committee meetings.

CRITERIA

1. Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
2. Be enthusiastic and able to motivate, build, lead and chair teams among both youth and adults.
3. Be inclusive in leadership style.
4. Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
5. Be able to communicate effectively with all levels in Scouting and be an accomplished public speaker to the community.
6. Be able to mediate, carry out investigations, write reports and make recommendations.
7. Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.



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8. Relevant management qualifications or experience.
 9. Hold or be prepared to complete a Leader of Adults Wood Badge within twelve months of appointment.
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ROLE SPECIFIC CRITERIA

1. Manage the operation and performance of the Campsite Management Committee.
 2. Chair all meetings of the Campsite Management Committee at which they are in attendance.
 3. Ensure all members of the Committee attending a Campsite Management Committee Meeting have the opportunity to have their input into the meeting and leave the meeting with a feeling of having contributed to a worthwhile meeting.
 4. Ensure the efficiency and effectiveness of the proceedings by imposing on the meeting reasonable order and an agenda.
 5. Follow up on any necessary actions by other members of the Committee resulting from the minutes, prior to the next meeting to ensure that the decisions of the previous meeting have been carried out.
 6. Develop a set of rules based on Westminster principles in consultation with other members of the Committee.
 7. Provide a written report to each Committee meeting and an Annual Report to the Campsite Strategy Committee.
 8. Liaise with the community, including local business people, service clubs, and all levels of government and associated departments and agencies to ensure that the campsite receives maximum assistance and support to meet the maintenance and growth expectations in accordance with the individual campsite Scout Plan.
 9. Encourage the promotion and marketing of the campsite to schools, kindred organisations and the public in general.
 10. Undertake the leadership role for the campsite in an emergency and if unavailable, delegate another member of the Campsite Management Committee to take the leadership role.
 11. Be willing to be a member of any project campsite subcommittee as requested by the Committee.
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