



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

TITLE OF POSITION	Campsite Management Committee - Secretary
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 Managed 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○ Project campsite subcommittees
DELEGATIONS	Financial Delegations – Branch Campsite Management Committee
PURPOSE	The purpose of the Secretary role of the Campsite Management C is to act as secretary of the Campsite Management Committee, call meetings of the Campsite Management Committee and project subcommittees as the Campsite Management Committee may direct, receive and reply to all correspondence directed to the Committee, keep accurate minutes of all meetings, prepare in consultation with the Chair an agenda for each Committee meeting and provide monthly and an Annual Report to the Campsite Strategy Committee.

PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none">1. Inform the Members of the Campsite Management Committee of all correspondence pertaining to the Campsite.2. See that notices of regular meetings of the Committee are sent out in sufficient time, giving date, time and place of meeting.
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3. Prepare in consultation with the Chair, an agenda for each meeting.
 4. Keep minutes of all meetings of the Committee.
 5. Despatch a copy of the minutes with appropriate action items highlighted for attention, to each Member of the Committee.
 6. Prepare in consultation with the Chair and the Treasurer, the monthly and annual report for onforwarding to the Campsite Strategy Committee.
 7. Ensure that the maximum information is readily available to the majority of the people (including the general public) in any endeavour to promote the campsite to achieve maximum occupancy within any lease and local authority guidelines, bylaws or town planning designations in which the campsite falls.
 8. Liaise with the Facilities and Campsite Team in the Branch Support Office in respect to the rental tenancy of any property being leased/rented out and on matters of concern about the safe operation of the campsite.
 9. Encourage the promotion and marketing of the campsite to schools, kindred organisations and the public in general.
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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.
 8. Relevant management qualifications or experience.
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ROLE SPECIFIC CRITERIA

1. Liaise with the Facilities and Campsite Team in the Branch Support Office in respect to the rental tenancy of any property being leased/rented out and on matters of concern about the safe operation of the campsite.
 2. Ensure that the maximum information is readily available to the majority of the people (including the general public) in any endeavour to promote the campsite to achieve maximum occupancy within any lease and local authority guidelines, bylaws or town planning designations in which the campsite falls.
 3. Be willing to undertake a leadership role for the campsite in an emergency when other members of the Campsite Management Committee are not available.
 4. Be willing to be a member of any project campsite subcommittee as requested by the Committee.
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