



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

TITLE OF POSITION	Group Support Committee - Secretary
REPORTS TO	Group Support Committee - Chairperson
DIRECT REPORTS	Nil
LIAISES WITH	Other Members of the Group Support Committee Parents and supporters of the Group Group Leader Assistant Group Leader
DELEGATIONS	Signatory to Group accounts within the delegation of GL as described in QBSI 9.14
MEASUREMENTS	Distribution of notice of meeting in a timely matter Distribution of Minutes and other documents from meeting within agreed time frame
PURPOSE	This role is to provide administrative support to the Group Support Committee and the Scout Group

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• To provide support and assistance to the Group Support Committee Chairman in connection with meetings held<ul style="list-style-type: none">• Notices of meeting are distributed in a timely manner• Agenda for meetings are prepared and distributed• Minutes of meetings• The role meets the applicable requirements of Policy & Rules and Queensland Branch Scouting Instructions (QBSI)• To provide support to the Group Support Committee Chairperson and the Group Leader in the preparation of<ul style="list-style-type: none">• The Group Plan• The Annual report etc• Provide support to other members of the Group Support Committee to ensure that they can fulfil their appointed roles• Develop and maintain Group Support Committee induction “packs”• Appropriately save and manage retention of Groups records• Preparation and submission of press and public Facebook to publicise Group activities
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- If on leasehold land, monitoring of compliance with lease conditions
 - Arranging completion and retention of agreements for outside hirers of Group facilities
 - Assisting the Group Leader of requested with membership applications and updating of membership records
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CRITERIA

- A personal commitment to the Purpose and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law.
- Be enthusiastic and able to motivate, build, lead, and chair teams involving both youth and adults.
- Be inclusive in leadership style.
- Be able to communicate effectively with all levels in Scouting.
- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
- Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.

ROLE SPECIFIC CRITERIA

- Have relevant management qualification or experience
 - Become a member of Scouts Queensland
 - Holding a current Working with Children Card (Blue Card) linked to Scouts Queensland.
 - Undertake the following On Demand modules
 - within 3 months of taking up the role
 - Child Safe Scouting
 - WHS for Scouting
 - Within 6 months of taking up the role
 - Effective Group Support committees
 - How to be a Scout Group Secretary
 - While not mandatory would be beneficial to complete
 - Communication
 - Managing Conflict
 - Delegation
 - Relationship Skills
 - The Scout Method
 - Effective Group Management
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