



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

TITLE OF POSITION	Assistant Chief Commissioner Major Events
REPORTS TO	Deputy Chief Commissioner Member Experience
DIRECT REPORTS	Personnel appointed to lead State or National Major Events.
LIAISES WITH	Chief Commissioner Assistant Chief Commissioners Branch Commissioners Region Commissioners Event/Contingent/Activity Directors/Leaders/ Committees BSO Staff
DELEGATIONS	Refer QBSI 9.14
MEASUREMENTS	Growth in Scouting Membership in Queensland Strong satisfaction results through Member surveys for program activities and events Reduction in member turnover. Increased attendance at Major Events
PURPOSE	The purpose of the Assistant Chief Commissioner Major Events is to ensure through the delivery of the Program a great and safe experience for all members of Scouts Queensland, which supports ongoing growth of Scouting in Queensland.
Member Experience	Member experience is the feeling our members get when they participate in the delivery of the Scout Program and how that influences their perception

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Direct, facilitate, chair the Branch Major Event Team , including promotion of Major Events as a key element of Scouting in Queensland. • Set the “tone” for Program delivery in Queensland and be available as a reference person for the Deputy Chief Commissioner Member Experience and the Chief Commissioner in the selection of Major Event Directors and their Teams. • Oversee the delivery of the Major Event Program elements, as part of the overall branch strategy and action planning. • Relate directly to the Assistant Chief Commissioners and Branch Section Commissioners on Program matters, and consult with and provide information to the Deputy Chief Commissioner Member Experience and the Chief Commissioner. • Act for and on behalf of the Deputy Chief Commissioner Member Experience and the Chief Commissioner as required. • Visit Branch major youth events.
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- Maintain a close working relationship with all Assistant Chief Commissioners to enhance Program development.
 - Keep abreast of community attitudes and concerns and professional areas of interest relevant to our Program with regards to Major Events
 - Through the Assistant Chief Commissioner Specialist Activities support the functions of the Branch Commissioner (International) regarding interstate or overseas events.
 - Support Major Event Directors to prepare and manage budgets annually or as required.
 - Recruit assistance for specific projects, in consultation with the Deputy Chief Commissioner Member Experience and the Chief Commissioner.
 - Undertake other projects or duties from time to time, as a member of the Branch Team, as agreed with the Deputy Chief Commissioner Member Experience and the Chief Commissioner.
 - Represent Queensland Branch at the National meetings as requested by the Deputy Chief Commissioner Member Experience and the Chief Commissioner.
 - Attend Chief's Council and BSO Team Leaders meetings monthly and other meetings and conference as requested.
 - Any other duties requested by and in support of the Chief Commissioner.
 - Work collaboratively with any BEC sub committee to achieve strategic or operational outcomes.

CRITERIA

- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
- Be enthusiastic and able to motivate, build, lead, and chair teams among both youth and adults.
- Be inclusive in leadership style.
- Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
- Be able to communicate effectively with all levels in Scouting and be an accomplished public speaker to the community.
- Be able to mediate, carry out reviews, write reports and make recommendations.
- 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.
- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.



**DEFINITION OF MAJOR
EVENTS AND OR
ACTIVITIES**

1. *Indicates the proposed activity will be underwritten by the Branch.*
2. *Attracts significant numbers of participants and spectators, helpers and adults.*
3. *Has a Branch, National, International, Region or District profile.*
4. *May generate media coverage.*

Please note that Chief's Council has the authority to decide whether the proposed activity fits the above criteria.
