



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

TITLE OF POSITION	Chief Director (LEAP 2024 – Tarmaroo)
REPORTS TO	Assistant Chief Commissioner Major Events
DIRECT REPORTS	LEAP Organising Committee Members – Tarmaroo SUB Camp Leaders
LIAISES WITH	Branch Commissioner Scouts Branch Commissioner Venturer Scouts LEAP Reference Group Tarmaroo Campsite Queensland Branch Support Office Staff
DELEGATIONS	As per the Delegations Policy
MEASUREMENTS	Number of Attendees Budget vs actual
PURPOSE	The purpose of the Chief Director of LEAP 2024 – Tarmaroo is the establishment and overall management and co-ordination of the LEAP 2024 – Tarmaroo prior to, during and after the Event.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Lead the Organising Committee by providing inspirational leadership, guidance and mentorship to all members and their teams.• Lead the Organising Committee in the delivery of a successful camp focussed on members having an enjoyable and memorable experience.• Carry out the recruitment process for roles and make recommendations to the Chief Commissioner through the Assistant Chief Commissioner Major Events on appointments to be made.<ul style="list-style-type: none">○ Deputy Chief○ Administration○ Finance○ Health & Wellbeing○ Equipment○ Activities○ Security• Undertake an expression of interest process for two youth members of Scout Age to be members of the Organising Committee.
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- Delivery of the Budget in liaison with the Assistant Chief Commissioner Major Events to be available for approval by the Chief Commissioner and Branch Executive and Finance Committees at least 6 months prior to the event
 - Hold Regular Committee Meetings and report monthly to the Assistant Chief Commissioner Major Events for forwarding to the Chief Commissioner
 - Meet planning timelines as agreed.
 - Manage LEAP 2024 – Tamaroo in accordance with Policy and Rules and Queensland Branch Scouting Instructions.
 - Provide a post LEAP 2024 - Tamaroo report, complete with relevant data and recommendations and guidance for the Organising Committee of the next LEAP Event.
 - Submit to the Chief Commissioner through the Assistant Chief Commissioner Major Events a consolidation of the Directors reports and recommendations following the event
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CRITERIA

- A personal commitment to the Aim 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.
- 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 mentor 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.
- 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.
- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken.



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- Have a sound understanding of Child Safety with accordance with Qld. Branch Policies, Principles, Standards and Procedures.
 - Proven ability to prioritise workloads and multitask to ensure commitments are filled in a timely manner.
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ROLE SPECIFIC CRITERIA

- This role is a secondary role for a period of one year. With Initial appointment being made in approx. November prior to the year of the LEAP 2024 – Tarmaroo
 - Extensive experience as a Section Leader or Commissioner
 - Must hold a Wood Badge
 - Major event Experience including participation in a number of National or Queensland Branch events is highly desirable
 - Relevant management qualifications or experience
 - Project Management experience desirable
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