



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

TITLE OF POSITION	Chief Director (Cuboree)
REPORTS TO	Assistant Chief Commissioner Major Events
DIRECT REPORTS	Queensland Cuboree Executive Committee Members Cuboree Event Directors Cuboree Event Unit Leaders
LIAISES WITH	Branch Commissioners Cub Scouts when the Branch Commissioner Cub Scouts is not appointed as the Chief Director (Cuboree) Branch Cub Scout Council (Branch Seeonee) Assistant Chief Commissioner Youth Program Queensland Branch Support Office Staff
DELEGATIONS	As per the Cuboree Delegation Manual
MEASUREMENTS	Agreed % of Cub Scout in the Branch who are eligible to attend Income and expenditure in line with approved budget
PURPOSE	The purpose of the Chief Director of Cuboree is the establishment and overall management and co-ordination of the Queensland Cuboree prior to, during and after the Queensland Cuboree.
Special Comment	This role can be the Cuboree Chief Directors primary appointment within the Major Event Team or a secondary appointment for the period of the appointment depending on the applicants individual circumstance.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Lead the Queensland Cuboree Executive Committee and Event Directors by providing inspirational leadership, guidance and mentorship to all members and their teams.• As part of the initial planning a review of prior Cuborees both with in Qld and interstate is to be undertaken to inform planning for the upcoming Cuboree.• Lead the Queensland Cuboree Executive Organising Committee and the Event Directors in the delivery of a successful camp focussed on members having an enjoyable and memorable experience.• Carry out the recruitment process for Cuboree roles and make recommendations to the Chief Commissioner through
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the Assistant Chief Commissioner Major Events on appointments to be made.

- Deputy Chief Director
- Marketing and Communications Director
- Finance Director
- Support Services Director
- Camping Director
- Health and Wellbeing Director
- Activities Director
- Sites and Services Director
- Assistant Chief Director (Youth)
- Sub Camp Leaders

(All the above roles except Sub Camp Leaders are member of the Cuboree Executive Committee)

- Undertake an expression of interest process for two youth members to be members of the Queensland Cuboree Executive Committee. Youth Members shall have attended at least one Cuboree.
- Delivery of the Cuboree Budget in liaison with the Assistant Chief Commissioner Major Events and available for approval by the Chief Commissioner and Branch Executive and Finance Committees at least 12 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 Cuboree planning timelines as agreed.
- Manage the Queensland Cuboree in accordance with Policy and Rules and Queensland Branch Scouting Instructions.
- Submit post Queensland Cuboree report 3 months after the event, complete with relevant data and recommendations and guidance for the Executive Organising Committee of the next Cuboree.

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.



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

ROLE SPECIFIC CRITERIA

- This role is for a period of approximately 2 years. With initial appointment being made in approx. 21 months prior to the next Cuboree is being held in and extending 3 months after the event.
- Extensive experience as a Leader within the movement.
- Must hold a Wood Badge.
- Completion of an Event Management course and / or experience from attending a number of Queensland Cuboree's in a key role (Key role is considered as having successfully undertaken a role in the Village Leadership team, as an Activity Base Leader, an Assistant Leader or a Director Role) is highly desirable.
- 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.