



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

TITLE OF POSITION	Group Support Committee - Chair
REPORTS TO	Group Leader
DIRECT REPORTS	Group Support Committee Members
LIAISES WITH	Parents and supporters of the Group Assistant Group Leader
DELEGATIONS	Financial delegations within the GL delegation described in Delegation Authority Standard PFM- STD-02 and specifically delegated by the GL
MEASUREMENTS	Finance return submitted by due date Property returns submitted by due date Formation ARP held by due date Net profit (loss) \$ YTD % achievement of property maintenance plan YTD \$ grants submitted YTD Facilities hrs hired for external hire/ hours available (where applicable)
PURPOSE	This role is to lead the Group Support Committee to provide administrative, financial and resourcing support to the Group

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• To provide support and assistance to the Group Leader and Assistant Group Leader in managing Group property resources, fund raising, grant writing and acquittal, parent involvement, Group family communication and accounting.• Lead the Group Support Committee to meet the requirements of Policy & Rules and Queensland Branch Scouting Instructions (QBSI).• Make sure that the Group Support Committee meet on regular basis and chair the meeting.• To provide assistance and support to the Group Leader and Assistant Group Leader with the preparation of the Group's Annual Plan and property development plan.• Assist the Group Leader with the preparation of the Annual Report.• Chair the Annual Report Presentation.• Provide support to members of the Group Support Committee to ensure that they can fulfil their appointed roles.
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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.
- 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

- Relevant management qualification or experience is highly desirable
- Become 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 Chair
 - while not mandatory would be beneficial to complete
 - Effective Group Management
 - Communication
 - Managing Conflict



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- Delegation
 - Relationship Skills
 - The Scout Method
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