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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Group Support Committee - Secretary
<b>REPORTS TO</b>	Group Support Committee - Chair
<b>DIRECT REPORTS</b>	Nil
<b>LIAISES WITH</b>	Other Members of the Group Support Committee Parents and supporters of the Group Group Leader Assistant Group Leader
<b>DELEGATIONS</b>	Signatory to Group accounts within the delegation of GL as described in Delegation of Authority Standard PFM- STD- 02
<b>MEASUREMENTS</b>	Distribution of notice of meeting in a timely matter Distribution of Minutes and other documents from meeting within agreed time frame
<b>PURPOSE</b>	This role is to provide administrative support to the Group Support Committee and the Scout Group

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• To provide support and assistance to the Group Support Committee Chair in connection with meetings held<ul style="list-style-type: none"><li>• Notices of meeting are distributed in a timely manner</li><li>• Agenda for meetings are prepared and distributed</li><li>• Minutes of meetings</li></ul></li><li>• The role meets the applicable requirements of Policy &amp; Rules and Queensland Branch Scouting Instructions (QBSI)</li><li>• To provide support to the Group Support Committee Chair and the Group Leader in the preparation of<ul style="list-style-type: none"><li>• The Group Plan</li><li>• The Annual report etc</li></ul></li><li>• Provide support to other members of the Group Support Committee to ensure that they can fulfil their appointed roles</li><li>• Develop and maintain Group Support Committee induction packs</li><li>• Appropriately save and manage retention of Groups records</li><li>• Preparation and submission of press and public Facebook to publicise Group activities</li></ul>
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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 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.
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#### **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
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- 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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