



1st East Ryde Scout Group Group Committee Position Description

Job Title	Chairperson
Purpose:	Support the Group Leader and Facilitate the activities and decisions made by the Group Committee
Responsibilities & Duties:	<ul style="list-style-type: none">• Be aware of the Policy and Rules and the Scouts Australia Organisation & Information Handbook• Engender enthusiasm & encourage the participation of parents• Monitor the Group Committee's performance of its responsibilities under the group's plan & ensure its strategies are achieved• Chair the meetings of the Group Committee and ensures that they are properly conducted and everyone participates• Work with the Secretary on the finalisation of the minutes of Group Committee meetings and the compilation of the agenda for Group Committee meetings• Is the Group Committee's delegate on the District Supporters Committee (if any)• Present a written report on the Group Committee's activities at the Group Committee Annual Report Presentation (ARP)• Run the Group Committee's ARP and ensure it is properly conducted.
Desired Experience/Skills:	<ul style="list-style-type: none">• Community minded• Business insight• High-level understanding of the importance of the Group Committee within the group• Be prepared to support all committee members• Promote and support volunteering both within the Group and the wider community• High level understanding of Scouts Australia NSW

Code of Conduct

Each member of the executive of the Group Committee should make the following commitment:

- attend meetings regularly – send apologies where not available
- understand the job assignment of the Group Committee and the role undertaken
- interpret the Group Committee function to others and welcome new members
- participate in the deliberations and assist in making Group Committee decisions with preparedness, objectivity and humility
- assume responsibility for work assignments (where appropriate) of the Group Committee.
- listen and seek to understand and utilise the ideas of others within the group
- seek out and encourage members to be involved with the group and/or the Group Committee
- respect the skills all parents/carers can bring to the group in a volunteering capacity

However, it cannot be stressed enough that a successful Scout Group requires teamwork, with all families contributing. The executive members lead and coordinate; they should not be left to do the job by themselves — many hands make light work.