



1st East Ryde Scout Group

Group Committee Position Description

Job Title	Secretary
Purpose:	Providing support to the Group Chairman in their function and role within the Group Committee
Responsibilities & Duties:	<ul style="list-style-type: none">• Timely preparation and distribution of agendas for monthly Group Committee meetings• Taking Group Committee meeting minutes• Distribution of Group Committee meeting minutes in a timely manner.• Collection and logging of incoming “physical” mail (not emails)• Support to the Group Chairman or Group Vice-Chairman which may include sending emails or notices to the group on behalf of the Group Committee or the Group Chairman or Group Vice-Chairman.• Gain a high level understanding of the Policy and Rules and the Scouts Australia Organisation & Information Handbook in order to support the Group Chairman, Group Vice Chairman and the Group Committee and their responsibilities.
Desired Experience/Skills:	<ul style="list-style-type: none">• Organised• Detail oriented• Community minded• Promote and support volunteering both within the Group and the wider community

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.