



1st East Ryde Scout Group

Group Committee Position Description

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| Job Title | Trustee (there are usually at least two) |
| Purpose: | Ensure property & assets are properly accounted for, maintained & used for the benefit of scouting |
| Responsibilities & Duties: | <ul style="list-style-type: none">• Monitor & maintain 1st East Ryde Scout Group designated buildings for repairs required or any fire/accident hazards• Maintain Work Health & Safety (WHS) standards• Ensure equipment is maintained for the benefit of the group• Assist Group Leader in obtaining group equipment when required• Be the primary on site point of contact for group working bees• Assist in obtaining quotes from appropriately qualified, licensed tradespeople where skillset is outside that contained within the group• Ensure equipment is maintained for the benefit of the group |
| Desired Experience/Skills: | <ul style="list-style-type: none">• A knowledge of compliance is helpful - but not necessary• A maintenance background is helpful - but not necessary• Good communication skills |

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.