



## 1<sup>st</sup> East Ryde Scout Group

### Group Committee Position Description

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

- 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.