

Being Secretary for 1st Chandler's Ford Scout Group

Thank you so much for considering volunteering to help us as a member of our Executive team.

1st Chandler's Ford Scout Group

The 1st Chandler's Ford Scout Group is part of Chandler's Ford District Scouts within the heart of Hampshire. We are one of the largest Groups in the area and continue to grow.

We have 2 Beavers colonies, 2 Cub packs and 2 Scout troops in our Group. For further details please see our website <https://1stchandlerfordscouts.co.uk>

Each Scout Group is run by a team of Leaders and Section Assistants who run the Section meetings for our Young People, and an Executive Committee who work behind the scenes to ensure the Group runs in a safe and efficient manner in accordance with The Scout Association's Policy Organisation and Rules.

Role of Group Secretary

Outline: The role of Group Secretary is to support the Chair of the Executive Committee to ensure the smooth functioning and sound administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

You do not need to live in Chandler's Ford or Eastleigh to volunteer in this role. Most of our Executive meetings occur on Zoom as we have members of the Committee who do not live in the local area.

Responsible to: The Group Chair and other members of the Executive Committee.

Appointment Requirements: Must successfully complete the appointment process. This process includes having a Scouts DBS check and meeting with the District Appointments Committee to ensure you understand the role. You will need to complete 5 short online training modules within 5 months of starting in role.

It's expected that whilst volunteering for this role you will undertake regulated activity.

Time Commitment: The Executive Committee meets 4-6 times each year, with meetings scheduled to fit around the other commitments of all members of the Committee. The time required for this role will therefore increase around meetings and be greatest around our AGM. It is anticipated the role should take no more than an hour each week, with many weeks taking far less than this.

Main Tasks

The responsibilities of the Secretary:

- Provide administrative support to the running of the Executive Committee.
- Act as Secretary for the relevant Scout Council.
- Work with the Chair of the Executive Committee to set meeting agendas and arrange meeting logistics for the Executive Committee.
- Taking accurate and accessible minutes of Executive Committee meetings.
- Distributing agendas, minutes and supporting documents for Executive Committee meetings.
- Maintaining accurate records for the administration of the Group including meeting minutes, census details, ownership of property and equipment, insurance and financial information.
- Ensuring the safety and security of records maintained by the Executive Committee, complying with appropriate legal requirements.
- Communicating with the Executive Committee and relevant Scout Council.
- Support the completion of the Annual Census return.
- Preparing the appropriate administration for the Annual General Meeting, including collating the Annual Report and Accounts for the Annual General Meeting.

General Executive Committee Responsibilities:

- To be a full and active participant in Executive Committee meetings and activities.
- To uphold the responsibilities of an Executive Committee as outlined in The Scout Association's Policy Organisation and Rules.
- Willingness and eligibility to act as a Charity Trustee for the Group.
- Contribute to the strategic aims and future development of the Group

Skills for a Secretary:

- Strong organisational skills
- Strong communication skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Good IT skills
- Ability to summarise information for different audiences
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement

How to Apply:

If you are interested in becoming our Group Secretary or have any questions about the role, please email Phil (Chair) at chair@1stchandlerfordscouts.co.uk