



## POSITION DESCRIPTION

### POSITION DETAILS

Position title	BRC Chairman
Region	NSW Branch
Reports to	State Commissioner (Rovers), Branch Rover Council
Tenure	1 year

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Represent the interests of the Branch Rover Council at the following meetings: National Rover Council, National Youth Programming Conference, Chief Commissioner’s Council, State Council and Commissioner’s Conference, and report back to the Council as appropriate	On-going
2.	Communicate regularly with the members of State Office Staff, Branch Team, Branch and Region Councils and collaborate on issues which arise	On-going
3.	Develop, implement and maintain appropriate processes and systems to manage the BRCs, BRC Executives and subcommittees workloads and to ensure the smooth functioning of the these organisational units.	On-going
4.	Ensure the BRC meets the objectives of the Rover Section and the goals of the Scout Association, by reviewing past and present standards and assigning tasks to achieve these goals and objectives	On-going
5.	Lead and manage the work and performance of the Branch Rover Council executive, act as mentor and ensure that regular reviews are undertaken.	On-going
6.	Organise and chair meetings of the Branch Rover Council and its Executive, and Region Chairman’s Forum with the assistance of the Secretary	Bimonthly
7.	Attend individual BPSA ceremonies as requested	As required
8.	To Act as the Formation Reporting Officer for the Branch Rover Council and undergo appropriate training as required	On-going
9.	Keep abreast of developing standards and resources and recommend when these might be appropriate to be adopted by the Rover section.	On-going
10.	Stimulate and foster new relationships through the existing structures of the Rover section and facilitate the ongoing objectives of NSW Rovers.	On-going
11.	Develop effective and supportive relationships with Scout members at all levels and maintain a customer-focused approach in the delivery of support.	On-going
12.	Where necessary delegate work to appropriate colleagues in Branch Rover Council	As required
13.	Other administrative and general duties appropriate to the position.	As required

## COMMITTEE MEETINGS

	COMMITTEE	FREQUENCY
1.	State Council	1 per year (August)
2.	Chief Commissioners Council	3 per year (March, July, November)
3.	Commissioners Council	2 per year (February, September)
4.	State Commissioners Advisory Council	11 per year (monthly excluding January)
5.	Program Delivery Team	As required
6.	Branch Rover Council	6 per year (February, April, June, August, September, November)
7.	Branch Rover Council Executive	Monthly
8.	Stan Bales Rover Service Award Committee	1 per year
9.	BRC BPSA Review Committee	As required
10.	RRC Chairs Forum	6 per year
11.	National Rover Council	1 per year
12.	NRC online meeting	As required
13.	National Youth Programming Meeting	1 per year

## KEY RELATIONSHIPS

MAIN CONTACT	FREQUENCY	PURPOSE
State Commissioner (Rovers)	As required	To receive direction and discuss strategies and any issues or requirements. To ensure work is being done within agreed timelines.
BRC President	Weekly	To receive direction and discuss strategies and any issues or requirements. To ensure work is being done within agreed timelines.
Branch Rover Council Executive	Monthly	To facilitate and ensure the communication of strategies and issues. To ensure work is being done within agreed timelines.
Region Commissioners (Rovers)	As required	To facilitate and ensure the communication of strategies and issues. To ensure work is being done within agreed timelines.
Branch Rover Council	Bimonthly	To facilitate and ensure the communication of strategies and issues.
Rovers	As required	To facilitate and ensure the communication of strategies and issues.
Scouting members	As required	To facilitate and ensure the communication of strategies and issues.

## KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

CRITERIA	ESSENTIAL	DESIRABLE
Is a current member of the Rover section but is not younger than 18 years of age	x	
Excellent organisational and time management skills	x	
Ability to develop creative and innovative ideas for improving the Rover section	x	
Demonstrated communication skills and techniques to engage members	x	
Access to the internet (e.g. email/Facebook/fora) and other communication mediums actively used by members of Scouts Australia NSW Branch.	x	
Ability to work independently and as a member of a team.	x	
Completed Basic Rover Training	x	
Proven experience in the Rover section as an RRC executive officer or Crew	x	
A minimum of 1 year experience on the Branch Rover Council		x
To have completed Advanced Rover Training		x
Be willing to act as the Formation Reporting Officer for the Branch Rover Council		x