



POSITION DESCRIPTION

POSITION DETAILS

Position title	BRC Secretary
Region	NSW Branch
Reports to	BRC Chairman, Branch Rover Council

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Act as point of contact and for the Branch Rover Council	On-going
2.	Prepare the Agenda and minutes and collate all Region, Executive and subcommittee reports before and after BRC meetings	Bimonthly
3.	To maintain the integrity of Scout Link records, and to liase with the State Office team to ensure this remains up to date	
4.	Write, receive, record, file and distribute the Council's correspondence to the appropriate executive officer	As required
5.	Compile the NSW BRC Annual Report	Yearly
6.	Compile and maintain the BRC Contact Directory (i.e. BRC and RRC contacts)	On-going
7.	Compile and maintain the NSW Rovers Crew Directory (i.e. list of Rovers crews)	
8.	Provide advice and operational assistance to Branch Rover Council	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.	Work collaboratively with colleagues in the Branch Team and Branch Rover Council.	On-going
12.	Work collaboratively with the Communications Officer to ensure information is shared in a sufficient and timely manner across all platforms	
13.	Develop effective and supportive relationships with Scout members at all levels and maintain a customer-focused approach in the delivery of support.	On-going
14.	Other administrative and general duties appropriate to the position.	As required

NSW Branch Rover Council

Level 1, Quad 3, 102 Bennelong Pkwy,
Sydney Olympic Park, NSW, 2127, Australia

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COMMITTEE MEETINGS

	COMMITTEE	FREQUENCY
1.	Branch Rover Council	6 per year (February, April, June, August, September, November)
2.	Branch Rover Council Executive	As required

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 Chairman	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. To ensure the submission of reports prior to Branch Rover Council meetings
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
Experience in the Rover section as an RRC executive officer or Crew Leader		x