



## POSITION DESCRIPTION

### POSITION DETAILS

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

### KEY ACCOUNTABILITIES AND RESPONSIBILITIES

1.	Provide operational assistance to the BRC Chairman and acts in their place in the event they are unable to do some or all of their role	On-going
2.	Attend key meetings on behalf of the BRC Chairman and the Branch Rover Council	As required
3.	Liaise with Regional Rover Councils and provide assistance to Rovers living in country NSW	On-going
4.	Liaise with the executive team to oversee the management and effective operation of BRC Subcommittees.	As required
5.	Provide advice and operational assistance to Branch Rover Council	On-going
6.	Keep abreast of developing standards and resources and recommend when these might be appropriate to be adopted by the Rover section.	On-going
7.	Stimulate and foster new relationships through the existing structures of the Rover section and facilitate the ongoing objectives of NSW Rovers.	On-going
8.	Work collaboratively with colleagues in the Branch Team and Branch Rover Council.	On-going
9.	To assist the BRC Chairman in the organization and running of various meetings as required	On-going
10.	To coordinate the submission and assessment of all Rover Awards, and to arrange their presentation in collaboration BRC Activities Officer	
11.	Other administrative and general duties appropriate to the position.	As required

### COMMITTEE MEETINGS

	COMMITTEE	FREQUENCY
1.	State Council	1 per year (July)
2.	Branch Rover Council	6 per year (February, April, June, August, September, November)
3.	Stan Bales Rover Service Award Committee	1 per year
4.	Rover Recognition Award Committee	1 per Year
4.	BRC BPSA Review Committee	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.



BRC Secretary	Bimonthly	To ensure submission of an adequate report prior to Branch Rover Council Meetings
Branch Rover Council Executive	Monthly	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	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	
To have an understanding of Special Awards within Roving		x
Completed Advanced Rover Training		x