



Scouts Australia,  
ACT Branch  
02 6282 5211  
89 Kitchener Street,  
Garran, ACT 2605

## Position Description for Contingent Leaders

### Role Overview

Contingent Leaders form an important part of the communication structure between the CBR Moot Organising Council and participants of The CBR Moot, and are the primary point of contact between these parties. For the Contingent Leaders the CBR Moot Administration Director will be the main point of contact within the Organising Team, and will be in regular contact with Contingent Leaders throughout the lead up to the event and at the event itself.

### Positions Responsible for

It is recommended that each Contingent also select a Deputy Contingent Leader to assist with the required jobs, and to fill in where the Contingent Leader is unavailable. Other positions should be added where required.

### Key Responsibilities

#### *Marketing*

To assist in promoting CBR Moot to the greatest number of Rovers possible, we will be seeking assistance from Contingent Leaders to help promote the event to as many Rovers in their state/territory as possible. Throughout the lead up to the event you will be supplied with promotional material from the CBR Moot Organising Council, and you are welcome to add in other material where you see fit. As the first point of contact for Rovers within your state/territory, we would expect you to have a good understanding of information about the CBR Moot so you can keep them informed. This will be assisted through regular updates from the CBR Moot Organising Council, as well as through updates available on The CBR Moot website and social media.

#### *Communications*

A key part of the job of Contingent Leader is to facilitate communications between the CBR Moot Organising Council and the participants and other members from their state/territory. The Administration Director, as the Contingent Liaison, will make regular contact with each contingent leader in the lead up to CBR Moot to help keep all participants informed. If you have any issues or questions the Administration Director will be able to resolve or answer them, or keep you informed as to when an answer will be available.

At the event, we will require Contingent Leaders to be contactable at all times in case of any issues relating to their contingent. We will need a contact number from you, as well as a nominated secondary contact.

Your contingent will be supplied with a Moot email address to assist with communications.



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### ***Applications***

Contingent Leaders are responsible for checking and approving all applications from their Branch before acceptance by the CBR Moot Organising Council. This will involve checking all applicants are current registered members, have correct details listed and are appropriate to be attending the event.

Applications will be able to be checked online through the CBR Moot Event Management System. Further details about this will be available as the system is developed. It is expected that Contingent Leaders will regularly check in on the system to ensure prompt acceptance of all eligible members so they can proceed to the next step of the application process.

### ***Meetings***

We would ask all Contingent Leaders make themselves available to attend a number of meetings in the lead up to and during The CBR Moot. There will be online meetings with the Deputy Chairman and other contingent leaders to distribute further information, and daily briefings at the event. We would also ask that the Contingent Leaders then attend meetings within their branch to help distribute information about the event, to assist with promoting the event.

### ***Finance***

Often contingents will find it necessary to build a budget for the organisation and management of the contingent. This may be used for the purchase of transport, contingent merchandise or other areas. This will be the responsibility of the contingent, as the CBR Moot will be unable to provide any subsidy for contingent budgets.

### ***Reporting***

The Contingent Leader will be required to submit reports on behalf of the Contingent in the lead up to the event, as well as after the event.

### **Selection Process**

It is up to each Branch to determine the appropriate process for selection of their Contingent Leader. If there are any issues or questions, please feel free to contact The CBR Moot Deputy Chairman to discuss them.

We ask that each Contingent inform the CBR Moot Organising Committee of their Contingent Leader by 31<sup>st</sup> March 2018. Please send details to [info@cbrmoot.scouts.com.au](mailto:info@cbrmoot.scouts.com.au)