

Group Secretary

Responsible to: The Scout Executive Committee

Main Interactions: Executive Committee members, Group Scout Leader, Section Leaders, Section Assistants.

Requirements: This role requires successful completion of the appointment process, including a successful DBS and personal enquiries.

Expectations: This role is expected to attend no more than monthly Executive Committee meetings (held in the evenings) to create and distribute minutes. Provide administrative support for the running of the Executive Committee such as setting agendas with the Group Chairman, supporting record keeping requirements for census, equipment, insurance and financial information.

Time commitments: 3-4 hours per month, to include attending meetings.