

SECRETARY

Directorate: Management Board

Reporting: Executive Director

Direct reports: Nil

Role description:

Responsible for the distribution of agendas, recording minutes and correspondence of the Management Board.

General Responsibilities

- Comply with all Gang Show and relevant Scouting &/or Guiding policies, promise and law and OH&S procedures as specified by the Board
- Must have completed current training requirements, specifically Child Safe & WHS
- Pro-actively seek new team members and run training to attract and retain new recruits to your team to allow for appropriate succession of staff and to position the team for the future
- Encourage all show members (including youth members) to be innovative and encourage creativity.
- To motivate, encourage and be enthusiastic, so all members can have an enjoyable experience and achieve at their personal best
- Act always as a positive Role model of and for Sunraysia Gang Show.
- Encourage and promote the development of all show members
- Visit and support other Gang Shows and other Scout & Guide Shows
- Maintain a high standard of professionalism and courtesy towards all show members, respecting the constraints of individual ability, time and personal circumstances

Specific Responsibilities

- Keep a true and correct record of the Management meetings
- Deal with the correspondence of the Management Board in a timely fashion
- Prepare the agenda for Executive Meetings
- Any other task at the request of the Management Board