

Role of Group Secretary

Outline: The Secretary will work with the Chair of the Executive Committee to ensure the smooth running of the 5th Carlton (St John's) Scout Group, in accordance with the Rules and Regulations of the Scout Association. The Executive Committee meet 6 times a year, inclusive of the Annual Meeting.

Job Requirements: The person appointed must satisfy both a Criminal Disclosure and Barring Service check and comply with the policies and rules of the Scout Association.

Main Jobs
The main jobs of the Secretary are listed below:-
Provide administrative support for the running of the Executive Committee.
Work with the Chair of the Executive Committee and the Group Scout Leader (GSL), to arrange meetings of the Executive Committee and to set meeting agendas.
Take accurate notes of Executive Committee meetings and the Annual General Meeting
Distribute agendas and notes for Executive Committee meetings.
Maintain records for the Group, as agreed with the Chair and GSL.
Ensure the safety and security of records maintained by the Executive Committee, in line with GDPR
Prepare appropriate notes for the Annual Meeting and Awards Evening.
Executive Committee work.
Take part in Executive Committee meetings and activities.
With others, act as a Charity Trustee for the Group.
With others, help with the aims and development of the Group.

Skills and abilities
<ul style="list-style-type: none">• Good IT skills• Organisational and communication skills• Ability to work as part of a team, be willing to speak one's mind and listen to the views of others

Training
The person appointed will need to learn about the policies of the Scout Association. Both on-line training, and help from others is available to gain the required knowledge which is outlined below:-
<ul style="list-style-type: none">• Essential Information• General Data Protection Regulations (GDPR)• Safety• Safeguarding• Trustee Induction