

Are you the administrator we are looking for

The district needs a new **Secretary** (Volunteer Role), If you have the skills laid out below, please contact our

District Commissioner e: dc@falkesscouts.org.uk

or

District Trustee Chair e: chairman@falkesscouts.org.uk explaining what skills you can bring to the executive.

What does the role entail?

Outline: The Secretary will support the Chair of the Trustee Committee to ensure the smooth functioning and sound administration of the district in accordance with the Policy, Organisation and Rules of The Scout Association.

Responsible to: The relevant Scout Council.

Appointment Requirements: Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). It's expected that whilst volunteering for this role you will undertake regulated activity.

The responsibilities of the Secretary:

- Provide administrative support to the running of the Trust Committee and District Team.
- Act as Secretary for the District Scout Council.
- Work with the Chair of the Trustee Committee to set meeting agendas and arrange meeting logistics for the Trustee Committee.
- Taking accurate and accessible minutes of Trust Committee meetings.
- Distributing agendas, minutes and supporting documents for Trustee Committee meetings.
- Maintaining accurate records for the administration of the district; including meeting minutes, census details, ownership of property and equipment, insurance and financial information.

- Ensuring the safety and security of records maintained by the Trustee Committee, complying with appropriate legal requirements.
- Communicating with the Trustee Committee and District Scout Council.
- Support the completion of the Annual Census return.
- Preparing the appropriate administration for the Annual General Meeting, including collating the Annual
- Report and Accounts for the Annual General Meeting.

General Trust Committee Responsibilities:

- To actively support the Trustee Committee meetings and activities.
- To uphold the responsibilities of the Trustee Committee as outlined in The Scout Association's Policy Organisation and Rules.
- Willingness and eligibility to act as a Charity Trustee for the district if elected as a Trustee.
- Contribute to the strategic aims and future development of the district.

Skills for a Secretary:

- Strong organisational skills
- Strong communication skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Good IT skills
- Ability to summarise information for different audiences
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement
- Other tasks agreed with the Board of Trustees Chairperson