

Role description for a ... County Secretary



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0845 300 1818

Title: County Secretary

Outline: To assist the County Chairman in the effective administration of the Scout County in accordance with Policy Organisation and Rules of The Scout Association.

Responsible for: The provision of sound administrative support and information to the Scout County.

Responsible to: County Chairman

Main Contacts: Members of the County Executive, County Treasurer, County Chairman, County Scout Network Administrator, District and Group Secretaries, County Scouters, County Commissioner.

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules as outlined in The Scout Association's Adult Training Scheme and the Adult's Personal File.

"General" Main Tasks	"Specific" Tasks Agreed with the County Chairman
<ul style="list-style-type: none"> Act as secretary to the County Scout Council 	
<ul style="list-style-type: none"> Act as secretary to the County Executive Committee 	
<ul style="list-style-type: none"> Work closely with and support the County Chairman 	
<ul style="list-style-type: none"> Work with District and Group Secretaries and ensure the completion of the County Annual Census return 	
<ul style="list-style-type: none"> Maintain such records and lists of members and associate members for the efficient administration of the Scout County 	
<ul style="list-style-type: none"> Maintain effective communication with the County Chairman and other members of the Executive Committee 	
<ul style="list-style-type: none"> Be a full and active member of the County Executive Committee 	
<ul style="list-style-type: none"> Ensure that documents relating to the ownership of property and equipment and all other legal and official documents are kept in a safe and secure place, ensuring there is a full recovery of all files stored electronically 	
<ul style="list-style-type: none"> Provide sound administration in respect of the obligations according to POR 	
<ul style="list-style-type: none"> Work alongside the County Executive Committee in producing the Scout County Annual Report 	

The Scout Information Centre

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