

# Role description for a ... District Secretary



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0845 300 1818

**Title:** District Secretary

**Outline:** To assist the District Chairperson in the effective administration of the Scout District in accordance with Policy Organisation and Rules of The Scout Association.

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

**Responsible to:** District Chairperson

**Main Contacts:** Members of the District Executive, County Secretary, Group Secretaries, District Scouters, District Commissioner, district Chairperson

**Appointment Requirements:** To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules.

"General" Main Tasks	"Specific" Tasks Agreed with the District Chairperson
<ul style="list-style-type: none"> <li>Act as secretary to the District Scout Council</li> </ul>	
<ul style="list-style-type: none"> <li>Act as secretary to the District Executive Committee</li> </ul>	
<ul style="list-style-type: none"> <li>Work closely with and support the District Chairperson maintaining effective communication</li> </ul>	
<ul style="list-style-type: none"> <li>Work with Group Secretaries and ensure the completion of the District Annual Census return</li> </ul>	
<ul style="list-style-type: none"> <li>Maintain such records and lists of members and associate members for the efficient administration of the Scout District</li> </ul>	
<ul style="list-style-type: none"> <li>Be a full and active member of the District Executive Committee</li> </ul>	
<ul style="list-style-type: none"> <li>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</li> </ul>	
<ul style="list-style-type: none"> <li>Provide sound administration in respect of the obligations according to POR</li> </ul>	
<ul style="list-style-type: none"> <li>Work alongside the District Executive Committee in producing the Scout District Annual Report</li> </ul>	

**The Scout Information Centre**

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