

District Secretary (Slough Scout District)

Outline:

To assist the District Chairperson in the effective administration of the Scout District in accordance with the 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, District Commissioner, District Appointees, Group Secretaries, District Treasurer and the District Chairperson.

Key tasks:

- Act as Secretary to the Scout District Council
- Act as Secretary to the Scout District Executive Committee
- Work closely with and support the District Chairperson
- Provide sound administration in respect of the obligations according to POR, including: inventories of District equipment
- Ensure completion of the District Annual Census return
- Maintain records and lists of members and associate members as required for the effective administration of the Scout District, working closely with the District Appointments Secretary
- Ensure 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
- Maintain effective communication with the County Secretary
- Be a full and active member of the District Executive Committee
- Work alongside the District Executive Committee in producing the Scout District Annual Report

If you are interested in applying for the role please email Slough Scouts District Commissioner on:
dc@sloughscouts.org.uk

