

# Role description for a ... Area Secretary



Item Code FS330033 Date May/04 Edition no 1

0845 300 1818

**Title:** Area Secretary

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

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

**Responsible to:** Area Chairman

**Main Contacts:** Members of the Area Executive, Area Treasurer, Area Chairman, Area Scout Network Administrator, District and Group Secretaries, Area Scouters, Area 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 Area Chairman
<ul style="list-style-type: none"> <li>Act as secretary to the Area Scout Council</li> </ul>	
<ul style="list-style-type: none"> <li>Act as secretary to the Area Executive Committee</li> </ul>	
<ul style="list-style-type: none"> <li>Work closely with and support the Area Chairman</li> </ul>	
<ul style="list-style-type: none"> <li>Work with District and Group Secretaries and ensure the completion of the Area 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 Area</li> </ul>	
<ul style="list-style-type: none"> <li>Maintain effective communication with the Area Chairman and other members of the Executive Committee</li> </ul>	
<ul style="list-style-type: none"> <li>Be a full and active member of the Area 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 Area Executive Committee in producing the Scout Area Annual Report</li> </ul>	

**The Scout Information Centre**

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