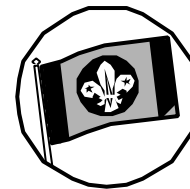


2.16 Job Description – Secretary of the Scout Fellowship



1. Job Title

Secretary of the Scout Fellowship

2. Responsible to (as appropriate)

Chairman of the Scout Fellowship

3. Job Summary

Responsible for the efficient administration of the Scout Fellowship

4. Mandatory Job Requirements

- To ensure that Confidential Enquiries are completed where appropriate and promptly forwarded to the District or Area/County Secretary as appropriate (see factsheet "Running a Scout Fellowship -Working with Young People")
- Accurate completion of the Annual Census return and timely forwarding to the Group, District or Area/County Secretary as appropriate.

5. Recommended Job Requirements

- To maintain efficient records of all external communications (written, telephone, fax, e-mail etc) between the Scout Fellowship and external bodies (inside or outside of Scouting)
- To maintain an accurate record of the Scout Fellowship membership, including useful personal skills and interests (see factsheet 'Building a Skills Directory for your Scout Fellowship')
- The preparation of an agenda for Scout Fellowship Executive Committee meetings and formal meetings of the wider Scout Fellowship
- To keep accurate minutes of all Scout Fellowship Executive Committee meetings and formal meetings of the wider Scout Fellowship (see factsheet 'Running a Scout Fellowship Meeting')

6. Other Main Activities

- The production of an Annual report
- The production of a Scout Fellowship directory (names, addresses, telephone numbers, e-mail addresses etc)

Note: Other requirements and activities may be added by the Chairman of the Scout Fellowship, in order to meet the needs of the Scout Fellowship and local Scouting