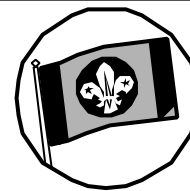


## 2.18 Job Description – Other Scout Fellowship Committee Members



Job Description - Scout Fellowship Public Relations/Communications Officer

### 1. Job Title

Public Relations / Communications Officer

### 2. Responsible to (as appropriate)

The Chairman of the Scout Fellowship

### 3. Job Summary

The effective promotion of the Scout Fellowship, both inside and outside of Scouting, in order to recruit new members and raise the profile of local Scouting.

### 4. Mandatory Job Requirements

None

### 5. Recommended Job Requirements

- The production and effective distribution of attractive promotion and recruitment material within Scouting circles and the wider community
- The maintenance of an up-to-date list of local press contacts including print (local newsletters, newspapers and magazines), broadcast (radio and television) and electronic (internet) media
- The production and effective distribution of press releases promoting the work of Scouting and the Scout Fellowship
- The production and effective distribution of an attractive regular newsletter, for distribution to members, potential members and other interested parties

### 6. Other Main Activities

- The development and maintenance of a Scout Fellowship website (if possible), to promote the Scout Fellowship and provide the members with up-to-date information.
- The development and use of an electronic mailing list for rapid communications.

Note: The Chairman of the Scout Fellowship, in order to meet the needs of the Scout Fellowship and local Scouting, may add other requirements and activities.

## Job Description – Scout Fellowship Programme/Social Secretary

### 1. Job Title

Programme/Social Secretary

### 2. Responsible to (as appropriate)

The Chairman of the Scout Fellowship

### 3. Job Summary

The effective co-ordination of the Scout Fellowship Programme, including the maintenance of a Scout Fellowship diary of events

### 4. Mandatory Job Requirements

None

### 5. Recommended Job Requirements

- The maintenance of a diary of events on behalf of the Scout Fellowship, including all service and social events.
- Collection of information on all significant Group, District, Area/County, Regional and National events for incorporation into the Scout Fellowship diary of events.
- Making the diary of events widely accessible to the membership and other interested parties, via the Scout Fellowship newsletter, website etc.
- Assisting the wider membership to organise service events, acting as a communications channel to the other members of the Scout Fellowship Executive Committee.

### 6. Other Main Activities

- The co-ordination of the social programme, including getting ideas from the members and assisting the Fellowship as a whole to organise and run such events.

Note: The Chairman of the Scout Fellowship may add other requirements and activities, in order to meet the needs of the Scout Fellowship and local Scouting.