

## 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 section 2.4 'Overview - Running a Scout Fellowship').
- 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 section 2.12 '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 section 2.7 'Running a Scout Fellowship Business 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.