

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

- To produce and distribute attractive promotion and recruitment material within Scouting circles and the wider community
- To maintain an up-to-date list of local press contacts including print (local newsletters, newspapers and magazines), broadcast (radio and television) and electronic (Internet) media
- To produce and distribute of press releases promoting the work of Scouting and the Scout Fellowship
- To produce and distribute 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: In order to meet the needs of the Scout Fellowship and local Scouting, the Chairman of the Scout Fellowship 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

- To maintain a diary of events on behalf of the Scout Fellowship, including all service and social events
- To collect of information on all significant Group, District, Area/County, Regional and National events for incorporation into the Scout Fellowship diary of events
- To make the diary of events widely accessible to the membership and other interested parties, via the Scout Fellowship newsletter, website etc
- To assist the wider membership to organise service events, passing information to and from 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.