

Role description for a District Secretary



Title: District Secretary

Outline: To assist the District Chairperson in the effective administration of the Scout District in accordance with Policy Organisation and Rules of The Scout Association.

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

Responsible to: District Chairperson

Main Contacts: Members of the District Executive, County Secretary, Group Secretaries, District Scouters, District Commissioner, District Chairperson

Appointment Requirements: To understand and accept The Scout Association's policies, have a satisfactory CRB clearance and to complete the appropriate training modules.

Main Duties:

- Act as secretary to the District Scout Council
- Act as secretary to the District Executive Committee
- Work closely with and support the District Chairperson maintaining effective communication
- Work with Group Secretaries and ensure the completion of the District Annual Census return
- Working with the District Appointments Secretary, maintain such records and lists of members and associate members for the efficient administration of the Scout District
- Be a full and active member of the District Executive Committee
- 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
- Provide sound administration in respect of the obligations according to POR
- Work alongside the District Executive Committee in producing the Scout District Annual Report
- Maintain the District Directory and arrange for it's printing and distribution to all members on an annual basis

Christchurch and District Scout Council

District Commissioner: Mark Flexman 20 Portfield Close, Christchurch. BH23 2AH

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President The Mayor of Christchurch **Vice-President** The Earl of Malmesbury DL **Founder** Robert Baden-Powell OM **Chief Scout** Peter Duncan
Registered Charity no. 267706