

Executive Officer - Position Description

Activities Officer

Ensure that planned activities to be run on behalf of the Branch Rover Council comply with the Rover Activity Planning Procedures (RAPP).

Report, or delegate a relevant individual, to the BRC Executive and the BRC on the functioning of subcommittees that are planning activities to be run on behalf of the Branch Rover Council and make observations and/or recommendations concerning their progress.

Ensure all activity related documentation is reviewed regularly to ensure content is up to date and consistent with any policy changes.

Assist Activity committees with preparation of correct event documentation.

Oversee the committees for BRC run activities, such as but not limited to:

- ❖ NONT
- ❖ Rover Ball
- ❖ Moots
- ❖ Sandblast
- ❖ RoVenture

The BRC Activities Officer should not be the Chairman for any BRC activity committee.

Promote and manage Rover Service Activities such as but not limited to the Anzac Day March, St George Day, Commonwealth Day and Woodhouse maintenance days.

Provide a regular digest of upcoming Activities to the Executive Officer for circulation in the Rover E-news updates.

Manage and upload activities content to the Rover Website & other communications mediums, including the Facebook Group, Page and Crew Leader email list.

Organise and coordinate Rover assistance at activities and service activities as requested by the BRC.

Coordinate a Rover calendar of events for inclusion in SA Scouting publications.

Assist the Promotions Officer in marketing events to persons outside of the Rover Section.

Produce or maintain "How To" guides for the running of all BRC activities, including information from past events.

Facilitate the development of new Branch Rover activities or revival of old activities.

Review all BRC activities annually to monitor ongoing viability. Either make plans to return struggling activities to viable status or arrange for the activity to be "retired". Provide a report to BRC outlining the steps required and probable impact of any changes made.

Oversee St George's Challenges, including the distribution of trophies.

Encourage Crews to open their activities to other Rovers where appropriate, rather than creating similar or duplicate events within the rover section.

Encourage crews and BRC activities to write activity articles for the SA Rover Website and SA Scout publication.