

Executive Officer - Position Description

Chairman

Be the person of first contact for all enquiries relating to the Rover Section.

Oversee all BRC functions and activities.

Be the conduit for communication between Rover Crews and other sections of Scouting.

Appoint an appropriate Vice Chairman to represent the BRC in their absence. This person should be a member of the BRC Executive, or the SA Rovers Team.

Delegate tasks to and monitor the work of the BRC Executive Officers, providing assistance where required.

Ensure that the BRC Executive and the Council remains focused on what is in the best interests of the Rovers and Crews in SA.

Ensure that the actions, processes, meetings and communications of the BRC Executive remain open, transparent and accountable to the entire BRC.

Liaise with:

- ❖ Chief Commissioner Scouts SA and other Commissioners of the SA Branch
- ❖ National Rover Council Chairman, Executive & National Commissioners
- ❖ Branch Commissioner for Rovers and members of the Rover Team
- ❖ SA Branch Headquarters staff members
- ❖ All other areas of SA Branch, as required

Preside over meetings of the BRC and BRC Executive and ensure all meetings are conducted in an efficient and orderly manner.

Represent South Australian Branch Rover Council at the following meetings:

- ❖ National Rover Council
- ❖ Chief Commissioner Council
- ❖ National Rover Program meeting if Program Officer is unable
- ❖ Meetings of other Branch Sections if required
- ❖ SA Branch AGM

Prepare reports for all relevant meetings including but not limited to the meetings listed above.

Stand in for the Branch Commissioner for Rovers when required.

Report on National Rover Council meetings and pass on any other relevant national information to the BRC.

Delegate any tasks to appropriate BRC Executive Officers, Support Officers, the Branch Commissioner for Rovers, or other members of the section.

Ensure a Rover presence is represented at Branch and National events or at other events when requested. Such as community or council based programs, and smaller scouting events.

Prepare and present the annual budget for Scouts SA in conjunction with the Treasurer and the Branch Commissioner for Rovers.

Deal with grievances between Rover Crews, Rovers and outside bodies as required in conjunction with the SA Branch Procedures.

Respond to queries and needs of Rover Crews, individual Rovers and other Sections of the SA Branch.

Monitor all Rover section publications, policies, procedures and documentation to ensure they remain current, relevant and available to all Rovers when required.

Be aware of all correspondence directed to BRC and table at meetings as appropriate and action if required.