

## **Executive Officer - Position Description**

### **Executive Officer**

Keep a true and accurate record of the minutes of BRC meetings and ensure they are maintained in easily accessible files.

Distribute minutes of BRC meetings within seven days of any meeting using the following structure:

Forward draft minutes to BRC Executive members within 2 days of the meeting.

Allow up to 2 days for Executive edits & provision of missing reports. If any reports are not provided their absence shall be noted in the minutes.

Create final minutes and upload to MyScout in no more than 3 days.

Distribute minutes of BRC meetings to all Rover Crews, and other bodies as required by ensuring the appropriate information (MyScout link etc) is in the next available Rover E-news which is published after the BRC meeting.

Monitor attendance at BRC meetings & ensure all relevant information is forwarded to Crews who were not represented. This may include postage of hard copy items circulated at the meeting.

Maintain the BRC attendance book and ensure it is at all BRC meetings.

Maintain BRC Email address forwarders and contact details for Executive members.

Report directly to the BRC Chairman and undertake any tasks delegated by the BRC Chairman.

Manage the activities of the Communications Moderator, Webmaster and any others involved in communication of information related to the SA Rover Section.