

## **Executive Officer - Position Description**

### **Membership Officer**

Focus: Membership Data, Membership Requirements, Sectional Linking.

Monitor and address matters relating to the membership of the Rover Section, including:

- ❖ Monitoring membership and progress of Rover Units and providing support as required
- ❖ Advising Branch Rover Council of membership trends
- ❖ Supply and maintain Unit Starter Kits
- ❖ Monitoring the progress of new and probationary Rover Units

Ensure that appropriate details for each Unit are up to date on the website and inform the Webmaster to change details when the need arises.

Ensure that Crews maintain a program that is accessible and available to all Rovers in a printable & electronic form.

Monitor the provision of quality Rovering by each Unit by coordinating "Unit Development Plans" for all Units.

Provide regular updates on the required WHS and CSE training modules to Crews and individuals.

Ensure 5 Star is completed annually by each Rover Units and follow up required action if needed.

Represent the Branch Rover Council (BRC) at monthly Branch Venturer Council (BVC) meetings.

Report back to the BRC each time a BVC meeting is held, of any news that relates to the Rover Section.

Report to BVC any upcoming events which Venturers can attend, and work with the Promotions Officer and Activities Officer to advertise these events to the Venturer section.

Promote Venturer Section activities which Rovers can assist with and use as promotional activities for the Rover section.

Lead retention projects to encourage the linking of Venturers, through various means of communication.

Provide "Venturer Linking Report" list to Rover Unit Leaders (bi-monthly)

Keep 'Rover Scouts South Australia' Facebook Group membership accurate to the use and needs of the group.

Co-ordinate with incoming Membership Officer and hand over any relevant documentation, procedures and files.