

## **Executive Officer - Position Description**

### **Membership Officer**

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

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

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

Monitor the provision of quality Rovering by each Crew by coordinating "Crew Development Plans" for all Crews.

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

Represent the BRC at Branch Venturer Council meetings.

Contact the BC: Venturers for meeting times.

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 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.

Prepare 17½ Birthday Cards for Venturers in consultation with the Chairman and BC Rovers.

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

Keep 'Rover Scout 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.

The Membership Officer and Program Officer will be expected to work closely together regarding multiple facets of their role statements.