



## **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). Oversee the committees for activities and assist Activity committees with preparation of correct event documentation

Request reports from activity subcommittees and 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 that all interstate activities attended by members of SA Rovers have an appropriate contingent leader (selected by the BRC executive) and that all documentation for these events are complete.

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

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.

Work within the Educational Purpose team to support major events.

Liaise with Digital Media Officer, Vice Chair and Activities Committees to manage and upload activities content to the Rover Website & other communications mediums, including the Facebook Group, Page, E-News, Scouts SA publications, and Unit Leader email distribution list.

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

Produce or maintain “How To” guides for the running of all BRC activities, including information from past events and collate past events to online folders and provide access to incoming activity chairs/committees

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.

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

The BRC Activities Officer should not be the Chairman or Contingent leader for any BRC activity committee or interstate activity.