



Executive Officer – Position Description Vice Chairman (Training and Support)

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

Actively seek and promote training opportunities to Rovers, including Gilwell training, first aid, adventurous activities, personal development, etc.

Support the growth and promotion of the Rover Development Fund.

Monitor attendance at BRC meetings & ensure all relevant information is forwarded to Units who were not represented.

In the absence of the BRC Chairman preside over meetings of the BRC and BRC Executive and ensure all meetings are conducted in an efficient and orderly manner.

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

Manage the activities of the Marketing Officer, Digital Media Officer and any others involved in communication of information related to the SA Rover Section.

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

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

Keep a true and accurate record of the minutes of BRC meetings and ensure they are maintained in easily accessible files (MyScout/SharePoint)

Use the following structure with minutes:

- Distribute draft minutes of meetings to BRC Executive members within 2 days of the meeting.
- Allow up to 2 days for Executive edits & provision of missing reports.
- Create final minutes and upload to SharePoint (MS Teams) in no more than 5 days.
- Ensure that the HQ Program Support Officer is provided with minutes and any other information for Rover Update editions.

Ensure 2 editions of the Rover Update email is distributed per month:

- 1 week after BRC monthly meeting including minutes, and any important links/information
- 1 week before BRC monthly meeting, including BRC Executive Reports, and supporting officer reports and important links/information.