



Executive Officer Role Description

Activities Officer



Ensure that Branch Rover activities comply with South Australian Branch Rover Scout Section policies.

Oversee the committees for activities and assist committees with preparation of event documentation.

Request reports from activity committees and make observations and/or recommendations concerning their progress. Report (or delegate a relevant individual) to the BRC Executive and the BRC on the progress of said activities.

Liaise with the Marketing Officer, Vice Chairman, and activity committees to manage and upload activities content to the Rover website & other communication mediums, including Facebook, Instagram, Scouts SA publications, and the Unit Leader email distribution list.

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

Ensure all activity related documentation is reviewed regularly to ensure content is up to date and consistent with any policy changes. Produce or maintain “How To” guides for the running of all BRC activities, including information from past events. Collate past event documentation in online folders and provide access to incoming activity chairs/committees.

Facilitate the development of new BRC activities or revival of old activities. Review all current 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.

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 is complete.

Encourage Units to open their activities to other Rovers where appropriate.

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