



Executive Officer Role Description Chairman



Oversee all Branch Rover Council (BRC) functions and activities, including external engagements.

Be the medium for communication between Rover Units and other sections of Scouting.

Ensure that the BRC Executive and the Council remain focused on what is in the best interest of the Rovers and Units in SA.

Ensure that the actions, processes, meetings and communications of the BRC Executive remain open, transparent and accountable to the entire BRC.

Liaise with:

- Chief Commissioner Scouts SA and other Commissioners of the SA Branch
- National Rover Council Chairman, Executive & National Commissioners
- Branch Commissioner for Rovers
- SA Branch Headquarters staff members
- Any other areas of SA Branch, as required

Lead meetings of the BRC and BRC Executive and ensure all meetings are conducted in an efficient and orderly manner.

Represent the SA Branch Rover Council at the following meetings and pass on any relevant information to the BRC:

- National Rover Council (NRC) and Conference
- SA Branch Program Team
- SA Branch Rover AGM

Prepare reports as required for all relevant meetings, including but not limited to the meetings listed above.

Delegate any tasks to appropriate BRC Executive Officers, the Branch Commissioner for Rovers, or other members of the section.

Ensure, in conjunction with the Treasurer and the Branch Commissioner for Rovers, an annual BRC budget is prepared and presented.

Support grievance management between Rover Units, Rovers and outside bodies as required in conjunction with the SA Branch Procedures.

Co-ordinate with incoming BRC Chair and hand over any relevant documentation, procedures and files.

Remain on as a mentor to support and guide, where required, the incoming BRC Chair for 1-2 months after handover.