



Executive Officer Role Description

Membership Officer



Roles of the Membership Officer include but are not limited to:

- Monitoring membership and progress of Rover Units and providing support as required.
- Welcoming new Rover Units to the Branch and monitoring their progress.
- Maintaining contact with current units to ensure the quality of programming within units.
- Ensure access to current MyScout membership data.
- Assist BRC Treasurer by providing current membership information for budget and levy preparation.
- Support Rover Unit Leaders where required.
- Ensure Unit details on the website are current and notify the Marketing Officer when updates are needed.
- Contribute to retention projects to encourage the linking of Venturers, through various means of communication.
- Ensure that Rover Unit programs are accessible where relevant to the Venturer Section.
- Provide regular updates on the required training modules (Work Health Safety, Child Safe Environments, Code of Conduct) and paperwork (Working with Children Check and National Police Clearance) to Units and individuals.
- Liaise with the Branch Commissioner of Venturers regarding Rover activities for linking Venturers, and Venturer activities for Rovers to support.
- Promote and liaise with Marketing and Activities Officers regarding Youth Section activities that Rovers can assist.
- Keep 'Rover Scouts South Australia' Facebook Group membership accurate to the use and needs of the group.
- Ensure online BRC meetings operate smoothly and are accessible to all Rovers who wish to attend remotely.