



Executive Officer Role Description Secretary



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

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

In absence of both the BRC Chair and Vice Chair, ensure that appropriate arrangements are in place to either reschedule the meeting or run it with an appropriate delegate.

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

Work with the BRC Executive to monitor all Branch Rover section publications, procedures, and documentation to ensure they are current, accurate, relevant and accessible to all Rovers.

Keep a true and accurate record of the minutes of BRC meetings and ensure they are maintained in the SA Rovers Microsoft teams.

Use the following structure with BRC meeting minutes:

- Distribute draft minutes to BRC Executive members and Unit leaders within 2 days of the meeting
- Allow up to 2 days for edits and provisions of missing reports
- Finalise minutes and upload to Teams, and send to BRC Executive and Unit Leaders within 5 days of the meeting

Collaborate with BRC Executive to create 'All Rover Updates', to send out to all Rovers with information of BRC decisions, upcoming events and other important updates.

Maintain accurate record keeping from meetings, events, and other shared documents for Rovers to access.