

GROUP SECRETARY VOLUNTEER POSITION DESCRIPTION

- Accountable to: Group Commissioner
- Term: Selected or elected, then appointed annually by the Group Commissioner
- Time required: 4 to 6 hours per month (on average)
- Scope of Position: Effectively record and maintain minutes as well as compose other correspondence as required by the Group Committee.

Membership:

- Create/provide opportunities for growth within the Group.
- Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

Communications:

- Produce for release written material upon the direction of the Group Administrator and/or the Group Commissioner.

Program Support:

- Prepare for, and participate in, the Group Annual Review, paying particular attention to all minutes and correspondence prepared for the Group over the past year.
- Provide support to the Group Commissioner and/or the Group Administrator as required.

Qualifications:

The ideal candidate will have:

- Word processing skills.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.