

# Group Secretary

**Outline:** The Secretary will support the Group Trustee Board to ensure the smooth functioning and sound administration of the Scout Group in accordance with the Policy, Organisation and Rules of The Scout Association.

**Responsible to:** The Chair of the Trustee Board

**Appointment Requirements:** Must successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). It's expected that whilst volunteering for this role you will undertake regulated activity.

## The responsibilities of the Secretary:

- Provide administrative support to the running of the Trustee Board.
- Act as Secretary for the Scout Council.
- Work with the Chair of the Trustee Board to set meeting agendas and arrange meeting logistics.
- Taking accurate and accessible minutes of Trustee Board meetings.
- Distributing agendas, minutes and supporting documents.
- Maintaining accurate records for the administration of the Group; including meeting minutes, census details, ownership of property and equipment, insurance and financial information.
- Ensuring the safety and security of records maintained by the Trustee Board complying with appropriate legal requirements.
- Communicating with the Trustee Board and Warwickshire Scout Council.
- Support the completion of the Annual Census return.
- Preparing the appropriate administration for the Annual General Meeting, including collating the Annual Report.

## General Trustee Board Responsibilities:

- Willingness and eligibility to act as a Charity Trustee (if appointed as a trustee).
- Contribute to the strategic aims and future development of the Group.

## Skills for a Secretary:

- Strong organisational skills
- Strong communication skills
- Ability to work as part of a team
- Able to think creatively and solve problems
- Good IT skills
- Willing to speak one's mind and listen to the views of others.
- Able to maintain independent and objective judgement

## Other tasks as agreed with the Chair of the Trustee Board