

# EXECUTIVE BOARD SECRETARY

**Directorate:** Management Board

**Reporting:** Executive Director

**Direct reports:** Nil

**Role description:**

Responsible for the distribution of agendas, recording minutes and correspondence of the Management Board.

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**General Responsibilities**

- Comply with all Gang Show and relevant Scouting policies, promise and law and OH&S procedures as specified by the Board
- Must have completed current training requirements, specifically Child Safe & WHS
- Encourage all show members (including youth members) to be innovative and encourage creativity.
- To motivate, encourage and be enthusiastic, so all members can have an enjoyable experience and achieve at their personal best
- Act always as a positive Role model of and for Sunraysia Gang Show.
- Encourage and promote the development of all show members
- Visit and support other Gang Shows and other Scout & Girl Guide Shows
- Maintain a high standard of professionalism and courtesy towards all show members, respecting the constraints of individual ability, time and personal circumstances

**Specific Responsibilities**

- Prepare the agenda for Management meetings
- Keep a true and correct record of the Management meetings
- Manage all correspondence of the Management Board in a timely fashion
- Any other task at the request of the Management Board