**Volunteer expression of interest-**

**Group Secretary**

**The role:**

**The responsibilities of the Secretary:**

* Provide administrative support to the running of the Executive Committee.
* Act as Secretary for the relevant Scout Council.
* Work with the Chair of the Trustees to set meeting agendas and arrange meeting logistics.
* Taking accurate and accessible minutes of Trustee meetings.
* Distributing agendas, minutes and supporting documents for Trustee meetings.
* Maintaining accurate records for the administration of the Group, District or County/Area/Region; including meeting minutes, census details, ownership of property and equipment, insurance and financial information.
* With the Chair, ensuring the safety and security of records maintained by the Trustees, complying with appropriate legal requirements.
* Communicating with the Trustees and relevant Scout Council.
* Support the completion of the Annual Census return.
* Preparing the appropriate administration for the Annual General Meeting, including collating the Annual Report and Accounts for the Annual General Meeting.

**Applicants for this role may wish to consider becoming a trustee. General Trustee Responsibilities:**

* To be a full and active participant in Trustee meetings and activities.
* To uphold the responsibilities of a Trustee Board as outlined in The Scout Association’s Policy Organisation and Rules.
* Willingness and eligibility to act as a Charity Trustee for the Scout Group

A DBS check and training are requirements of this role.

**Title …………………………………………………………………………….**

**First Name …………………………………………………………………………….**

**Last Name …………………………………………………………………………….**

**Relevant qualifications …………………………………………………………………………….**

**Scouting DBS already received within last 6 years? Yes/ No**

**Training modules**

**completed to date ……………………………………………………………………………**

**(if applicable)**

**Potential Start date (if known) ………………………………………………………………………**