

Role description for: Secretary to the Danemead Scout Camp Site Trustee Board

Title: Danemead Scout Camp Site Secretary

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

Responsible to: The Danemead Scout Camp Site Trustee Board.

Appointment Requirements: The applicant must (if not already a member of The Scout Association) successfully complete the appointment process (including acceptable personal enquiries and acceptance of The Scout Association's policies). It is 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 Trustee Board and as a full and active member of the Trustee Board you will be expected to attend regular meetings of the Trustee Board (held at the campsite). There will be no more than six evening meetings plus the Annual General Meeting, usually held on a Sunday in September.
- Work with the Chair of the Trustee Board to set meeting agendas and arrange meeting logistics for the Trustee Board.
- Taking accurate and accessible minutes of Trustee Board meetings.
- Distributing agendas, minutes and supporting documents for the Trustee Board meetings.
- Maintaining accurate records for the administration of Danemead Scout Camp Site 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. Ensure documents relating to the ownership of property and equipment and all other legal and official documents are kept in a safe place and there is a full recovery of all files stored electronically.
- Communicating with the Trustee Boards and relevant Scout Councils of the four owning Districts; Barnet, Enfield, North London and Waltham Forest
- Maintain records and lists of members as required and support the completion of the Annual Census return for the Danemead Scout Active Support Unit (managed by Enfield District on behalf of the four owning Scout Districts)
- Preparing the appropriate administration for the Annual General Meeting, including collating the Annual Report and Accounts for the Annual General Meeting.