

## **GROUP ADMINISTRATOR VOLUNTEER POSITION DESCRIPTION**

**Accountable to:** Group Commissioner

**Term:** Selected or elected, then appointed annually by the Group Commissioner

**Time required:** 8 to 10 hours per month (on average)

### **Scope of Position:**

- Effectively administer the non-program activities that are related to the business component and the well being of the group as directed by the Group Commissioner.
- Assume, at the request of the Group Commissioner, the chair of the Group Committee meetings.
- In conjunction with the Group Commissioner ensure compliance with all Policies and Procedures of Scouts Canada.

### **Membership:**

- Create/provide opportunities for growth within the Group.
- Assist the Group Commissioner to recruit, orient and appoint:
  - Section Leaders
  - Other adults to assist in the management of the group as required (i.e. Treasurer, Registrar, Secretary).
- Work closely with the Group Registrar to ensure that the annual registration process and all demographic updates are completed in a timely manner.

### **Communications:**

- Provide monthly reports on the administrative status of the Group to the Group Commissioner.
- Be familiar with and support the Group Commissioner in the explanation of the Administrative policies and procedures for the Group.
- Work closely with the Group Secretary to ensure that the minutes and records of the Group are recorded and maintained.

### **Program Support:**

- Provide assistance and leadership to the Section leaders in the development of budgets.
- Coach/Mentor and assist the administrative members of the Group Committee in achieving competency and ensuring that all reporting and activities are consistent with Scouts Canada's Mission, Policies and Practices.
- Prepare for, and participate in, the Group Annual Review, paying particular attention to all non-program related activities such as the Group financial statements in conjunction with the Group Treasurer.
- Identify/engage external resources as required so that annual Group initiatives and goals can be achieved.

- Provide support to the Group Commissioner as required in the preparation of camps and special events.

**Qualifications:**

The ideal candidate will have:

- Demonstrated the appropriate knowledge and skills related to the position.
- Committed to further personal development related to their role.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.

September 2004

## **GROUP TREASURER/FUND-RAISER VOLUNTEER POSITION DESCRIPTION**

**Accountable to:** Group Commissioner

**Term:** Selected or elected, then appointed annually by the Group Commissioner

**Time required:** 4- 6 hours per month (on average)

### **Scope of Position:**

- Encourages and supports participation in all of Scouts Canada's fundraisers: Scout Popcorn and Scoutrees.
- In conjunction with Group Committee members, ensure financial compliance with Scouts Canada's Policies and Procedures.
- Effectively record, maintain, plan and explain all financial matters pertaining to the Group.
- Be one of the principal signing officers for the Group.
- Prepare, in conjunction with the Group Committee, the financial records for the Group Annual Review.

### **Membership:**

- Create/provide opportunities for growth within the Group.

### **Communications:**

- Regularly report the financial status of the Group to the Group Administrator or Group Commissioner.
- Produce the audited financial report for release.

### **Program Support:**

- Provide assistance and leadership to the Section leaders in the development of Section budgets.
- Take the lead in the development of fund-raising goals, action plans and the implementation of these goals and plans.
- Be the principal point of contact on matters of fund-raising for the Group.
- Coach/Mentor and assist the members of the Group in attaining competency in their financial management.
- Prepare for and participate in, the Group Annual Review; paying particular attention to all financial and fund-raising matters.
- Identify/encourage external resources as required by the Group Commissioner so that the Group's annual goals can be achieved.
- Provide support to the Group Commissioner as required in the preparation and approval of budgets.

### **Qualifications:** The ideal candidate will have:

- A background in finance.
- Effective interpersonal skills.
- Registered as a member of Scouts Canada.

September 2004

## **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.

September 2004

## GROUP REGISTRAR VOLUNTEER POSITION DESCRIPTION

**Accountable to:** Group Commissioner

**Term:** Selected or elected, then appointed annually by the Group Commissioner

**Time required:** 4 – 6 hours per month (on average)

*NOTE: Heavier time commitment during registration period.*

### **Scope of Position:**

- Arrange a meeting with Section leaders and Group Committee to fill out the Group worksheet.
- Using the Scouts Canada Membership Management system, ensure that the Group Organizational Unit Profile, and each section Profile, is updated with material from the Group worksheet.
- Organize a pre-registration program in the spring for returning members as well as the fall registration program.
- Answer registration enquiries from Section leaders, members and the general public.
- Working with the Scouts Canada Membership Management System, confirm member's registrations who have renewed or prospective members who received a spot with a section of your Group.
- Add new Member information for members who have chosen not to register via the World Wide Web and confirm their registrations.
- Work with the council office to find a place for all prospective members.
- Liaise with Section Leaders to ensure that maximum youth and adult numbers are realistic. All prospective members entering a section after the fall registration program are entered and their registrations have been confirmed.
- Confirm that all prospective members have been placed in a Group. If not, notify Group commissioner.
- Account for all membership fees received to the Group Treasurer.
- Report to the Group commissioner regularly on the membership status of the Group.

### **Qualifications:** The ideal candidate will:

- Be familiar with computer data entry and operation of web browser software.
- Have access to a computer with Internet Access.
- Be trustworthy and accountable for large sums of money.
- Be organized and capable of dealing with paperwork in an orderly manner.
- Have effective interpersonal skills.
- Become a registered member of Scouts Canada.

September 2004