

## 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.

### Responsibilities:

- 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.

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### **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.