



GREATER LONDON SOUTH EAST SCOUTS

Everyday Adventure for Boys, Girls and Adult Volunteers in Bexley and Bromley

Achieved the London
Volunteer Management Charter

GREATER LONDON
VOLUNTEERING

Experts in Volunteering

www.expertsinvolunteering.org.uk

ROLE DESCRIPTION

MINUTES SECRETARY COUNTY EXECUTIVE COMMITTEE & SUB COMMITTEES

WHAT IS THE PURPOSE OF THE ROLE?

To record a true and accurate account of meetings of the County Executive Committee and it's Sub-Committees.

WHAT DO I HAVE TO DO?

Attend and take minutes at one or more of the following meetings.

County Executive Committee - every two months

Finance Sub-Committee - every month

Fundraising Sub-Committee - every three months

Employment Sub-Committee - every three months

Produce minutes and action points in a timely manner and forward them to the County Administrator for archiving and dissemination to appropriate recipients.

Undertake training appropriate to your role.

ANYTHING ELSE?

No

**If you are interested in finding out more about this role please contact
The County Administrator at
office@glsecouts.org.uk**



Greater London South East County Scout Council

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County Commissioner Nick Crowe President Graham Cole Founder Robert Baden-Powell OM Chief Scout Lt Cdr (Hon) Bear Grylls RN

Registered Charity No. 1015476