

Duty Statement for NRC Secretary

ELIGIBILITY

1. The position of NRC Secretary shall only be open to current invested Rover Scouts.
2. Nominees must be eligible to remain a current invested Rover Scout for the duration of the term of office.
3. Nominees must have completed their Rover Basic Training and obtained their Gilwell Woggle.
4. Nominees must have suitable IT skills.
5. Nominees must be able to attend the next NRC Conference.

DUTIES AND RESPONSIBILITIES

1. Make all necessary arrangements so meetings of the NRC functions smoothly and effectively including taking the minutes and producing the agenda.
2. Carry out the NRC Secretary responsibilities as outlined in Section 2 of the NRC Terms of Reference in the organising of the annual NRC Conference.
3. Set up NRC Executive and NRC remote meetings and take the minutes and produce the agenda.
4. Maintain a high level of communication between the NRC executive and BRC Executives as a whole.
5. Manage and track the finances of the NRC, assisting with the production of the financial report to the NRC Conference.
6. Work with the NRC Chairperson to develop the NRC budget, liaise with the National Support Office with distribution of invoices for Rover Levies to Branches.
7. Update the NRC By – Laws following the NRC Conference or Remote meeting
8. Assist with the administration of the NRC including the NRC mailing list, BRC Executive contact list, file storage and letters.
9. Obtain reports and papers for the NRC Conference and NRC remote meetings in a timely manor as set by the NRC Chairperson.
10. Obtain copies of Branch Rover Council minutes for historical records.
11. The Secretary will produce an Annual Report for the NRC Conference detailing the work done which is relevant to these duties.