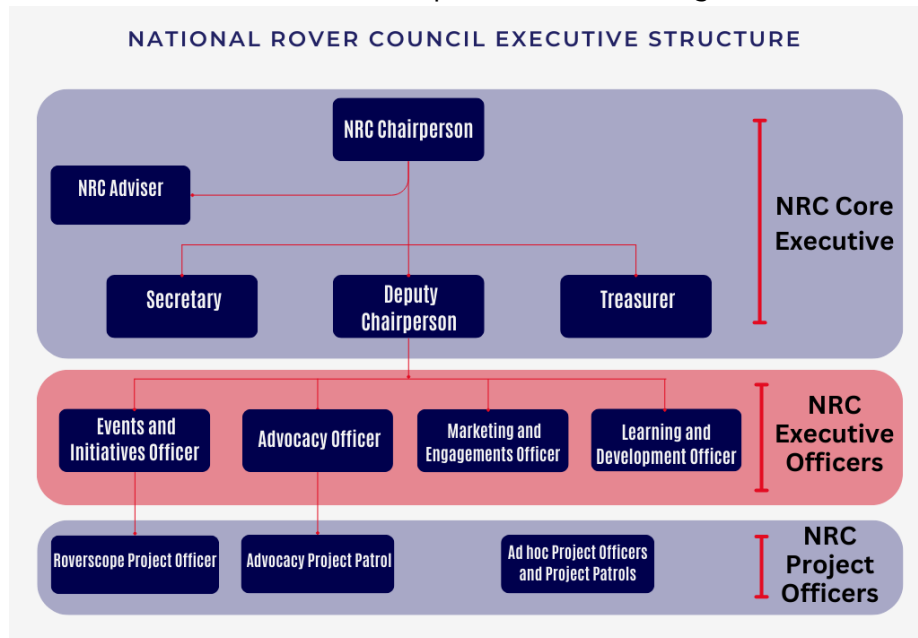


By – Laws of the National Rover Council of Australia (v3.1)

Part 1 – National Rover Council Procedures

Article 5: Duty Statements of the NRC Core Executive and Executive Officers

The NRC Executive structure is represented in the diagram below:



Duty Statement for all NRC Core Executive and Executive Officers

ELIGIBILITY

1. The positions of the NRC Executive 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 are encouraged to have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.
4. Nominees must be able to attend other National meetings as the representative of the Rover Scout Section.
5. Nominees must be able to attend all National Rover Council Conferences for the duration of the term of office.

DUTIES AND RESPONSIBILITIES

1. Attend both NRC meetings and NRC Executive meetings, producing agenda items relating to their duties.
2. Carry out duties as requested by the NRC Chairperson, or by the NRC Executive.
3. Carry out the recommendations and policy of the NRC.
4. Produce an Annual Report for the NRC Conference detailing the work done which is relevant to their duties.
5. Organise and establish projects and/or working groups in consultation with BRCs and the NRC Executive on projects to support Rover Scouts in Australia.
6. Assist other members of the NRC Core Executive and Executive where required.
7. Be prepared to support a handover with their successor following their election.
8. Complete other administrative and general duties appropriate to the position.

Duty Statement for NRC Chairperson

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.
3. Nominees must attain the Wood Badge and completed their Scouting Leadership in the Rover Scout Section, within the first year of their term*.
4. Nominees are encouraged to have experience serving on the NRC as a member of a Branch delegation or NRC Executive.

DUTIES AND RESPONSIBILITIES

1. Be responsible for Chairing the NRC Remote meetings, NRC Conference and NRC Executive meetings, ensuring that the NRC functions smoothly and effectively, and should ensure that required actions are followed up.
2. Be responsible for working with the NRC Core Executive to ensure they are able to perform their roles successfully.
3. Ensure that the NRC is represented on other National bodies and councils as appropriate.
4. Sit on all NRC sub committees in an ex-officio capacity, where desired.
5. Make decisions on behalf of the NRC as circumstances dictate, and notify the NRC of these decisions to be ratified at the first opportunity.
6. Attend and make a written report on NRC activities and projects at meetings of the National Team and National Operations Committee (NOC).
7. Make recommendations to the International Commissioner of Australia on the appointment of the contingent leaders to international Rover Scout activities.
8. Maintain a positive working relationship with the Chief Commissioner of Australia and the National team.
9. Fill the honorary position of Immediate Past Chairperson until the NRC handover meeting.
10. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.

Notes: If the NRC Chairperson is unable to complete Scouting Leadership training within their own Branch due to the absence of suitable scheduled training, the Rover Development Fund will provide the necessary funds to facilitate this.

Duty Statement for NRC Deputy Chairperson

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader.

DUTIES AND RESPONSIBILITIES

1. Be responsible for working with the NRC Executive Officers to ensure they are able to perform their roles successfully.
2. Assist the NRC Chairperson in the carrying out of their duties.
3. Be responsible for fulfilling the role of NRC Chairperson in the absence of the NRC Chairperson.
4. Act as a proxy for the NRC Chairperson as requested or appointed by the NRC.
5. Attend and make a written report on relevant NRC activities and projects at meetings of the National Adults in Scouting Committee as a representative of the NRC Chairperson.
6. Engage with BRC members responsible for program to support the delivery of the Scouting Program in the Rover Scout Section.
7. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.

Duty Statement for NRC Secretary

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must have suitable IT skills.

DUTIES AND RESPONSIBILITIES

1. Make all necessary arrangements so business of the NRC functions smoothly.
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. Update the NRC By-Laws following the NRC meetings. and present for ratification, at the next NRC meeting.
6. Assist with the administration of the NRC including the NRC mailing list, BRC Executive contact list, file storage and correspondence.
7. Obtain reports and papers for the NRC Conference and NRC Remote meetings in a timely manner as set by the NRC By-Laws
8. Obtain copies of Branch Rover Council minutes for historical records.
9. Post agendas, reports, discussion papers, and minutes from NRC meetings online as well as distributed amongst the NRC.
10. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.

Duty Statement for NRC Treasurer

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader and be working towards Scouting Leadership.
3. Nominees for the position must have experience in financial management, bookkeeping, and/or accounting.

DUTIES AND RESPONSIBILITIES

1. Develop and maintain the NRC budget, in conjunction with the NRC Chairperson and incoming Treasurer. Table the proposed budget at the NRC Conference for review, and then at the first Remote meeting each year for approval.
2. Ensure all accounts, receipts and records are maintained in accordance with the requirements of the Scout Association of Australia's obligations under the Charitable Fundraising Act 1991 (Cth) and as outlined in Scouts Australia's Policy & Rules.
3. Provide a financial summary of the NRC accounts and transactions at each meeting.
4. Work with the National Support Team to ensure all NRC transactions are made from/to the appropriate account, in a timely manner.
5. Calculate any costs and levies owed to the NRC, and work with the National Support Team to issue invoices to the relevant party.
6. Ensure that all non-budgeted expenditure is proposed to and approved by the NRC or in urgent circumstances, by the NRC Chairperson.
7. Oversee the development and management of NRC project patrol budgets.
8. Update and maintain the NRC's financial procedure documents.
9. Advise the NRC of finances required to maintain its various projects, and of the means available to raise such funds.
10. Plan for the financial security of the NRC Operations Account and Rover Development Fund.
11. Prepare and deliver an actuals report for the NRC Conference, with the finalised report to be tabled at an NRC meeting by the end of that year..
12. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.

Duty Statement for NRC Adviser

ELIGIBILITY

1. Knowledge of the Rover Scout section, its aims and objectives, and the methods by which it sets out to achieve them.
2. Hold a relevant Wood Badge (or a willingness to obtain one within two years of appointment).
3. Be able to relate to and communicate with young people of Rover Scouts age, fellow National Team members, Rover Commissioners and Advisers, and the Chief Commissioner of Australia.

DUTIES AND RESPONSIBILITIES

Responsible to the Chief Commissioner of Australia and the National Rover Council for:

1. Advise the NRC on the development of the Rover Scout section throughout Australia
2. The maintenance and/or improvement of the standard of the Rover Scout section throughout the Country.
3. The provision of sound advice to the NRC and the Rover Scout Section generally.
4. Be the principal adviser to the NRC Chairperson and NRC Executive.
5. Attend and be the principal adviser to the NRC Executive meetings, NRC Remote meetings and NRC Conference.
6. Liaise with Branch Rover Commissioners and Advisers.
7. To stimulate and foster new initiatives through the existing structures of the Rover Scout section.
8. Other duties as requested or directed by the Chief Commissioner of Australia or the NRC

Duty Statement for NRC Leadership and Development Officer

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must have obtained a Certificate of Proficiency as either a Youth Program Leader or Program Support Leader and be working towards Scouting Leadership. Preference is given for a Wood Badge completion.
3. Nominees for the position must be experienced in Rover Training & Development.

DUTIES AND RESPONSIBILITIES

1. Encourage Rover Scouts to take an active interest in the development and running of Adult Training Pathways
2. Ensure that the concepts and benefits of Rover training and development are promoted widely across all Branches and represented nationally.
3. Chair the meetings of the Branch Rover Council Officers responsible for the Training & Development portfolio.
4. Attend, represent, and make a written report on relevant NRC activities and projects at meetings of the National Training Committee, National Adventurous Activities Committee, and the Scouts Australia Institute of Training Operations Committee, on behalf of the NRC Chairperson.
5. Coordinate any training related workshops that may be held during meetings of the NRC.
6. Advocate for Adult Training courses that are accessible to Rover Scouts in the content, format, and presentation, with support from the NRC Advocacy Officer.
7. Advocate and support pathways into appointed training and development roles across Scouts Australia.
8. Advocate for Rover Scouts in regards to leadership courses that are a part of their Achievement Pathways.
9. Promote and support the implementation of personal development and character development courses for Rover Scouts.
10. Investigate the delivery of Adventurous Activity Schools and Outdoor Adventure Skills (OAS) based courses for Rover Scouts looking to achieve higher level OAS progressions.
11. Ensure that training courses, leadership and development opportunities are promoted to the NRC.
12. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.

Duty Statement for NRC Marketing and Engagements Officer

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.
2. Nominees must demonstrate relevant marketing knowledge or experience.

DUTIES AND RESPONSIBILITIES

1. Manage all NRC internal and external, marketing, including social media, website and newsletters.
2. Promote the work of the NRC and NRC Executive members.
3. Maintain the Rover Scouts Australia website.
4. Identify and build productive relationships with key internal and external NRC stakeholders to support marketing projects.
5. Investigate and manage external engagement opportunities and community partnerships.
6. Support the NRC Executive Members with internal and external engagement initiatives.
7. Promote awareness of the NRC and it's work and encourage Rover Scouts to engage with
8. and contribute to the NRC.
9. Conduct research to evaluate and understand Rover Scout awareness and perceptions of the NRC and use this information to design and implement communications strategies.
10. Organise and lead the NRC Marketing Working Group to establish and
11. maintain communication channels between NRC and Branch officers, and to align NRC and Branch marketing and public relations objectives.
12. Design and implement communication strategies and engagement campaigns which assist to achieve the goals of the NRC.
13. Liaise with the National Support Team as required.
14. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.

Duty Statement for NRC Events and Initiatives Officer

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.

DUTIES AND RESPONSIBILITIES

1. Attend, represent, and make a written report on relevant NRC activities and projects at meetings of the National Adventurous Activities Committee.
2. Coordinate the National Moot Buddies Scheme.
3. Manage the promotion and delivery of the NRC Rover Challenge.
4. Act as the NRC Chairperson's delegate on the Leadership Through Adventure Fund committee.
5. Manage the Roverscope Project Officer and oversee the delivery of the Roverscope program.
6. Manage the Rover Scouts Australia Blood Drive challenge.
7. Liaise with the NRC Secretary to support coordination of NRC Conference.
8. Support the NRC Executive members to deliver events and initiatives as relevant to their portfolio.
9. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.

Duty Statement for NRC Advocacy Officer

ELIGIBILITY

1. Fulfill the eligibility criteria in the overarching duty statement for NRC Executive Members.

DUTIES AND RESPONSIBILITIES

1. Lead the strategic direction of the Rover Scout Section in Australia in relation to advocacy efforts.
2. Support the NRC Executive to ensure accessible and inclusive Rover Scouting is maintained.
3. Lead and manage the Advocacy Project Patrol.
4. Coordinate the recruitment of Project Officers to the Advocacy Project Patrol.
5. Research and present appropriate initiatives and/or policies for the NRC to implement to offset the carbon emissions of the Council and its operations. Particular attention should be given to offsetting the carbon emissions of NRC Conference.
6. Attend and contribute to meetings of the National Environment and Diversity & Inclusion Teams, as appropriate.
7. Liaise with Scouts Australia in relation to the wider organisation's aims and objectives in relation to environmental and diversity and inclusion issues, making recommendations on behalf of the Rover Scout section.
8. Fulfill the duties and responsibilities in the overarching duty statement for NRC Executive Members.