

Role description for a Group Administrator



Item Code FS330080 March 2017 Edition no 1 (108206)

0345 300 1818

Role description

Title: Group Administrator

Outline: Group Administrators are adult volunteers who support and assist in the smooth running and sound administration of the Scout Group. Often working with the Group Executive Committee.

Responsible to: Group Chairman

Main Contacts: Group Executive Committee Officers, Group Executive Committee Members, Group Scout Leaders and Section Leaders, other Section-based volunteers and Parents/Carers.

Appointment requirements: Complete a Personal Enquiry including a Disclosure Check

It is expected that whilst volunteering for this role you will undertake regulated activity.

The Group Administrator is not an ex-officio member of the Executive Committee or a member of the Executive Committee unless elected, nominated or co-opted.

As this is a flexible role and locally defined below are just some examples of tasks that a Group Administrator might undertake.

Examples of Tasks
Delivery of a Balanced Programme
Assisting in maintaining accurate records for the administration of the Group, including meeting minutes, census details, ownership of property and equipment, insurance and financial information.
Coordinate the membership records of adults and young people in the Scout Group.
Collating the national census details.
Collating and arranging payments of the national membership fee.
Leading and supporting the Scout Group with the Gift Aid Scheme.
Arranging administration and logistics in relation to the meeting place.
Arranging administration and logistics in relation to Group wide events and activities.