

# The Unit Secretary



## ***A Job Description***

**Responsible To:** The Venturer Leader, through the Unit Chairperson

**Position Held By:**

### **The Purpose Of This Position:**

To attend to the secretarial and administrative tasks for the Unit Executive and for the Unit.

### **Your Main Tasks:**

1. You will need to keep brief notes (minutes) of each meeting held by the Executive and the Unit in Council so that there is a permanent record of decisions made. The minutes must also record matters that are to be brought up at subsequent meetings for further discussion.
2. Receive all correspondence on behalf of the Unit, present it at the first available meeting and then attend promptly to any out going correspondence so that there are no unnecessary delays in communication.
3. Maintain a register of Unit members, record their attendance at meetings and bring any continual absences to the recruitment officer's attention, so that members do not drop off the Unit through lack of attention or communication.
4. Publish the Unit programme as soon as it is finalised and send copies to all unit members, Venturer Leaders, District Venturer Leader and Group Leader, so that all concerned are aware of forthcoming activities and can plan their own time to suit.
5. Create, maintain and distribute a telephone calling list of Unit members, so that the Unit has a rapid means of communicating last minute changes to activities and meetings.
6. Maintain sufficient stocks of certificates, Charge certificates, the various forms required and personal programme record books.

Remember, this is an important role. Keep the Unit members in touch with each other as well as the parents and other members of the Scout Movement.

## Files And Documents To Be Kept By The Secretary:

### **1. The Minute Book**

This is usually a hard covered exercise book purchased from your local stationers. Minutes are usually brief and serve as a written record of decisions and actions taken at a meeting. The minutes of the previous meeting are always read out at the beginning of the next meeting and those present will be asked to approve them as being true and correct. If approved by the meeting, the Chairperson then signs them as being as a true and accurate record.

If they are not correct, you make the corrections required before the Chairperson signs them. The Chairperson then checks the minutes to see if there are any matters needing discussion. This is really a 'bring up' system, so that matters people were to attend to since the last meeting can be checked up on to see that actions have been taken.

This applies to activities in particular. Each Activity Leader should report on progress made on the plans since the last meeting. The sample set of minutes overleaf may be helpful. This would be the minimum standard to aim for.

### **2. Letterheads**

Units often create their own letterheads and are encouraged to do so, providing they do not bring discredit to the Unit or the Scout Movement. There are some very good programs for personal computers that will print a very professional letterhead. Ask around your friends or businesses or school acquaintances and see if they can assist the Unit.

When writing letters it is important that you:

- find out and use a person's correct name and designation;
- where necessary, draft and then finally write or type the letter.
- acknowledge correspondence promptly,
- send letters of thanks promptly.

### **3. Telephone List**

This is an important task for the secretary as the telephone is a vital communication tool for the Unit. Issue a copy to every unit member. Copy the sample on the next page or design your own.

In practice the Venturer Leader would ring the Unit Chairperson who would, in turn, ring the two Unit Executive contact people. They, in turn, ring the three members on their list and then ring the Unit Chairperson back to confirm they have contacted everyone.

XYZ Venturer Unit		Telephone Calling List	
		Last updated:	
<b>Contact Person</b>	<b>Name</b>	<b>Phone</b>	
Jim Isaleader (Chairperson)	Fred Howsyafather	4578 9458	
	Bill Watchamacallit	4582 4511	
	Greg Neverumind	4578 9222	
Fred Hosyafather (Exec)	Alana Beanthere	4578 6872	
	Jackie Whatsit	4578 5966	
	Harry Binwarre	4582 4892	
Bill Watchamacallit (Exec)	Bob Laklustre	4582 4659	
	James Brownise	4583 7715	
	Bob Satryer	4578 8524	
<b>Other Numbers:</b>			
Venturer Leader: Bill Smith		4578 9855	
Group Leader: Joe Isagoe		4582 3477	
District Comm: Fred Dagg		4578 1245	

#### **4. Attendance Register**

This can often be kept at the back of the minute book. It can be useful to have a record of the activities and members in the same book so that future members can see who and what happened to the Unit in the past. As an alternative, a register could be kept in a ring binder.

The Register could look like this:

<b>Name</b>	<b>Address</b>	1/4	8/4	15/4	etc
Jim Isaleader	112 Main Street				
Bill Watchamacallit	65 Grey Street				
Jackie Whatsit	71 Greyfriars				
Bob Satryer	12 Slimm Road				

## **5. Correspondence File**

One good quality ring binder and a two-hole paper punch will last the Unit for many years. A set of alphabetical dividers will be needed as well

**Create an alphabetical index for correspondence, eg:**

- a) Area Venturer Leader's letters
- b) Caving weekend
- c) Easter tramp
- d) Finance matters
  
- e) Group newsletters and correspondence
- f) General correspondence
- g) National Activities / Newsletters

## **6. Award Scheme Certificates**

Maintain a record of individual award certificates presented in a suitable exercise or log book.

Write out the Award certificates and get the Venturer Leader, Examiner (where appropriate) and Unit Chairperson to sign them for the Unit Chairperson to present at the earliest opportunity.

**Minutes of the Nonesuch Venturer Unit Executive meeting**

Held on 20 January 2002 at the Nonesuch Scout Hall

Commencing at 7.30pm

**PRESENT:**

B Smith (Chairperson), L Hall (Secretary), R Rowe, N Brown, B Smith,  
S. Black

**APOLOGIES:**

J Stanley

**PREVIOUS MINUTES:** read and confirmed correct.

**MATTERS ARISING:**

The New Year hike was successful  
Next week's guest speaker cannot attend.(Sue to arrange replacement)

**CORRESPONDENCE:**

Inwards: Leadership course notice for Feb 28  
Cub Day 26 March - request for assistance from Mrs Barker  
Outwards: Max Transport - minibus confirmed for Feb 2

**FINANCE REPORT:**

Bank Balance @ 10 Jan \$250  
Accounts for Payment approved  
- Canvas Supplies (tent repair) \$152.00  
- Outdoor Centre (food) \$ 58.65

**ACTIVITY REPORTS:**

Hike to Mt Karamea needs more people otherwise planning going OK.  
Raft race 18 Feb will cost \$18 per raft to enter.

**GENERAL BUSINESS:**

3 scouts ready to come up from the troop - John will see them next week

Meeting Closed: 8.45 pm

Minutes confirmed as true and correct .....  
(Chairperson)

Date: