

Volunteer Vacancy: District Secretary

Good At Admin?
Help up with ours...

Scouting provides adventurous activities and development opportunities for children and young people aged 6 – 25 years. Activities are run by our team of dedicated adults, who are supported by adults with a variety of skills from administration to management or finance – and this is where you can help...

We are looking for a volunteer with excellent administrative skills to support our work. The role will involve:

- Providing administrative support to the local commissioner (organising meetings, booking venues, inviting attendees, distributing the agenda, taking notes and circulating actions points)
- Organising the District's Annual General Meeting (AGM) and ensuring special guests / speakers are looked after
- Producing the Annual Report, ensuring contributions are received and the report is printed and ready for distribution at the AGM
- Liaising with external bodies and community contacts inc. the council, Mayor's Office, local MP's, other voluntary organisations and local universities
- Manage the annual census of membership for the District; co-ordinating the distribution of support material and approving submitted figures.
- Maintaining accurate records and ensuring that important documents relating to equipment, insurance and leasing of buildings are stored safely and back up copies are held (where appropriate).

Ideally we are looking for someone with good PC skills, access to a PC and the Internet. You will be required to meet on a monthly / bi-monthly basis with other supporters of the District, otherwise most of this role can be carried out from home around your existing schedule. If you are organised, self motivated and have a professional approach to completing tasks; and can spare a few hours every week to support us - then we want to hear from you.

No experience of Scouting is necessary, but a willingness to learn about The Scout Association and accept our key principles is as both training and support will be available. The nature of the role means that you will be a Charity Trustee and as such you will be required to complete an enhanced CRB check and references.

We would like to hear from anyone with an interest in a role. For an informal chat or for more information then please contact Craig Dewar, Deputy District Commissioner, on 07851 798525 or by email: craigdewar@hotmail.com by the 11th February.

With Best Wishes,

Pat

Pat Griffin
District Commissioner

Lonsdale District Scouts

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Registered Charity Number 1027167