



## ROLE DESCRIPTION:

### Administrative Support to State Leadership Team

Title Admin Support to State Leadership Team (SLT)

Reports to Chief Commissioner

This is a voluntary position which requires a high level of confidentiality and personal integrity

This position involves responsibility for management of regular State Leadership Team meeting requirements. The incumbent will be expected to exercise considerable tact, discretion and judgement.

#### PRIMARY RESPONSIBILITIES

- Perform secretarial tasks of a confidential nature including taking the minutes of State Leadership Team meetings
- Distribution of minutes/notes from meetings
- Prepare meeting agendas
- Compile action lists to include item, responsibility and time frame
- Manage booking of meeting rooms as required
- Follow up on information required for State Leadership Team meetings
- Other duties as assigned

It is important to note that this role does not contribute to the meeting agenda and discussions but allows for the discussions to be free flowing and unencumbered.

#### ATTITUDES SKILLS AND KNOWLEDGE REQUIRED

##### Attitude

1. Enthusiasm with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
2. Be respectful of all the team accepting individual differences as a resource
3. Maintain a high level of confidentiality and integrity

##### Skills

1. Ability to communicate clearly and concisely in both written and oral form
2. Perform clerical and administrative tasks quickly and accurately
3. Ability to be flexible and adaptable in a variety of situations
4. Excellent copy editing and proofreading skills
5. Remain calm under all circumstances and work with frequent interruptions
6. Maintain efficient office procedures and a system for keeping track of requested actions and reports



7. Meet strict timelines
8. Work harmoniously with members
9. Knowledge of business English, spelling, punctuation and grammar
10. Knowledge and proficiency in the use of technology (i.e. computers, word processing, database spread sheet programs and power point)
11. Accomplish work responsibilities with minimum supervision

### **Knowledge**

1. Hold a Certificate of Membership, Working with Children Card and Police check
2. Have completed basic training as outlined
3. Have a thorough understanding of the function and responsibilities of the State Leadership Team