



## **Executive Officer – Position Description**

### **Membership Officer**

Monitor and address matters relating to the membership of the Rover Section, including:

- Monitoring membership and progress of Rover Units and providing support as required
- Advising Branch Rover Council frequently of membership trends
- Supply and maintain Unit Starter Kits
- Monitoring the progress of new and probationary Rover Units
- Ensure access to MyScout Membership data
- Support Rover Unit Leaders in their role

Ensure that appropriate details for each Unit are up to date on the website and inform the Digital Media Officer to change details when the need arises.

Lead retention projects to encourage the linking of Venturers, through various means of communication.

Ensure that all Rover Unit Programs are accessible and distributed within the Branch Venturer Section.

Monitor the provision of quality Rovering by each Unit by coordinating “Unit Development Plans” for all Units.

Provide regular updates on the required Work Health Safety, Child Safe Environments training, Working With Childrens Check and National Police Clearance paperwork as well as training modules to Units and individuals.

Ensure BP Scouting is completed annually by each Rover Units and follow up required action if needed.

Work within the Educational Purpose team to support Unit Development.

Promote and liaise with said Marketing and Activities Officers regarding Venturer Section activities which Rovers can assist with and use as promotional activities for the Rover section.

Provide “Venturer Linking Report” list to Rover Unit Leaders.

Keep ‘Rover Scouts South Australia’ Facebook Group membership accurate to the use and needs of the group.