



**SSAGO**

*Student Scout and  
Guide Organisation*

***Policy Document:***

Executive Role Descriptions

(Nov 2008)

Policy Document

## 1. Chairperson

The Chairperson shall:

1. Have Ultimate responsibility for the Organisation
2. Be the main SSAGO Spokesperson
3. Interpret SSAGO Rules and Regulations
4. Chair and formulate agendas for; Executive, Full and Conference Meetings
5. Be the primary liaison with The Scout Association, Girlguiding UK and SAGGA
6. Receive any information from Headquarters and distribute/delegate to other members of the Executive Committee as appropriate
7. Ensure that the Executive Committee members are fulfilling their responsibilities and delegate tasks appropriately
8. Be responsible for checking Adventurous Activities requests
9. Be responsible for checking Nights Away requests
10. Be responsible for handling of Adverse Disclosures (CRB/DS)

## 2. Secretary

The Secretary shall:

1. Take, write up and store minutes of Executive, Full and Conference Meetings
2. Publicise minutes appropriately
  - a. All minutes will be posted on the SSAGO Website and will be available in either email or hard copy form on request
  - b. Previous minutes are to be made available prior to the relevant meeting
  - c. Ensure minutes are sent to The Scout Association and Girlguiding UK as soon as possible
3. Receive all requests for items to be added to agendas
4. Keep records of attendance and health forms for national events
5. Write and distribute agendas once agreed with the Chairperson
6. Keep copies of the current Constitution and the historic versions
7. Keep copies of the current Policy Documents and Factsheets
8. Take over the role of the Chairperson should they resign or step down from position due to conflict of interest
9. Be responsible for maintaining the SSAGO archives held by The Scout Association
10. Administer the SSAGO Phone system
11. Keep the Executive contact details up-to-date and provide these to The Scout Association and Girlguiding UK.

## 3. Treasurer

The Treasurers shall:

1. Be responsible for keeping true and accurate account of the organisations assets and liabilities

2. Correspond with banks as necessary and holding all documentation related to any accounts held in the name of SSAGO
3. Deal with all insurance updates and queries
4. Ensure all annual payments are made in time to creditors
5. Audit National Event accounts
6. Be responsible for all aspects of SSAGO Merchandise
7. Receive annual subscription payments from the membership
8. Ensure the National accounts are independently audited in time for the Spring Conference
9. Maintain an up to date list of creditors
10. Review National Event budgets
11. Be responsible for authorising expenses
12. Authorise National Event Deposits

#### 4. Members Officer

The Members Officer shall:

1. Liaise with all SSAGO Clubs, Independent and Associate members
2. Be the first point of contact for member queries
3. Maintain and update the details of all SSAGO clubs
4. Maintain and update the details of SSAGO Members
5. Act as the Returning secretary for CRB/DS returns
6. Provide assistance on CRB/DS/POC(NI) procedures
7. Ensure the membership has a valid CRB/DS/POC(NI)
8. Produce and distribute membership forms
9. Maintain and update the list of approved minibus drivers

#### 5. Publicity Officer

The Publicity Officer shall:

1. Produce, update and maintain stocks of publicity material
2. Distribute publicity material as needed
3. Organise publicity at Gilwell Reunion and Innovate
4. Produce at least one article per year for both Scouting magazine and Guiding magazine
5. Be responsible for the maintenance of the SSAGO Website and email lists.
6. Promote SAGGA to the membership and providing details of SAGGA events
7. Be Responsible for National SSAGO publicity facilities, including banners and display boards
8. Produce 3 issues of SSAGO News per year

#### 6. Independent Members Representative (Non-Executive)

The Independent Members Representative shall:

1. Represents the interests of Independent members at Full Committee meetings and Executive Committee Meetings where invited
2. Co-ordinate the activities of Independent members in co-operation with the Members Officer

## 7. Associate Members Representative (Non-Executive)

The Associate Members Representative shall:

1. Represents the interests of Associate members at Full Committee meetings and Executive Committee Meetings where invited

## 8. Role Reallocation

1. All tasks are subject to re-allocation given agreement between the two parties.
2. Where a role is vacant the Chairperson shall take responsibility for those actions.