



## APPENDIX II

This appendix describes the positions on the Crew Committee.

### COMMITTEE POSITION GUIDELINES

#### **Crew Leader**

The Crew Leader is responsible for the daily running and organising of the Crew. He/she is to ensure that external commitments are met, meetings are organised, that issues within the Crew are handled and that the Crew is running successfully overall.

The Crew Leader must have served on the Crew committee before and must be a Knight.  
The Crew Leader may only serve a period of no more than 24 months consecutively.

It is recommended that the Crew Leader has or will undertake the appropriate training during their term.

#### **Assistant Crew Leader (if required)**

The Assistant Crew Leader is to assist the Crew Leader in any way they can.  
If there is no Assistant Crew Leader, the Secretary will also perform this task.

This position must be filled by a Knight.

It is recommended that the Assistant Crew Leader has or will undertake the appropriate training during their term.

#### **Secretary (and assistant if required)**

The Secretary's primary responsibility is to ensure that Crew communications are functioning effectively. The Crew's primary form of communication is via email. It is the Secretary's responsibility to ensure emails are sent out to the Crew. The Secretary can also update the Crew website.

The Secretary must minute formal meetings.

If there is no Assistant Crew Leader, the Secretary will also perform this task.

This position must be filled by a Knight. The assistant Secretary may be a Squire.

It is recommended that the Secretary has or will undertake the appropriate training during their term.

#### **Treasurer (and assistant if required)**

The Treasurer keeps the Crew's formal accounts and also looks after the slush fund. The Crew Leader and the Rover Advisor will review the accounts quarterly. The accounts will be audited yearly, so must be well kept.

This position must be filled by a Knight. The assistant Treasurer may be a Squire.

It is recommended that the Treasurer has or will undertake the appropriate training during their term.



**Quartermaster (and assistant if required)**

The Quartermaster is responsible for managing the Crew's belongings. It is his/her responsibility to ensure that the Crew's possessions are well looked after. The Quartermaster is also responsible for the general upkeep of the den.

The Quartermaster will be responsible for providing refreshments for meetings.

This position must be filled by a Knight. The assistant Quartermaster may be a Squire.

**Service Co-ordinator (and assistant if required)**

The Service Co-ordinator is responsible for organising the Crew's service activities.

A record of attendance for service activities is kept for the Crew's records.

The Service Co-ordinator is responsible for liaising with the Service representatives from Region and Branch.

Any Rover may fill this position. The assistant Service Co-ordinator may be a Squire.

**Regional Rover Council Delegates x2**

The Crew has two Regional Rover Council (RRC) delegates. The delegates will represent the Crew at a region level and keep the Crew apprised of region news.

It is the delegates' responsibility to ensure that the Crew has two representatives at each RRC if they can't attend themselves.

The RRC delegates may receive a petrol allowance to be reviewed annually at the AGM.

Any Rover may fill this position.

**Venturer Scout Liaison Officer x2**

The Venturer Liaison Officers are responsible for liaising with the local Venturer units, planning joint activities and encouraging the older Venturers to continue onto Rovers.

Any Rover may fill this position.

**Webmasters (Content and Technical)**

The Webmasters are responsible for the administration and maintenance of the Crew website ([www.rosebayrovers.org.au](http://www.rosebayrovers.org.au)).

Any Rover may fill this position.

**Other positions which may also be filled as required:**

**Den Warden.**

**Social Secretary.**

**Publicity Officer.**

**Training Officer.**

**Activities Coordinator.**

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