



# Role description: Unit Chairman

**Title:** Unit Chairman

**Outline:** To chair the Unit Forum, and Unit meeting, ensuring that the views of all Explorer Scouts as expresses at the Unit meeting, and other times, are listened to and taken account of. To work with the Explorer Scout Leader and Assistant Explorer Scout Leaders in maintaining high standards in all aspects of the Explorer Scout Unit. To represent the Unit on the District and Area Explorer Scout Forums.

**Responsible for:** Under the guidance and management of the Explorer Scout Leader, the Unit Chairman is responsible for the Unit Forum and Unit meeting.

**Responsible to:** The Explorer Scout Leader

**Main Contacts:** Members of the Unit, including the members of the Unit Forum, the Explorer Scout Leader, the Assistant Explorer Scout Leaders, and members of other Explorer Scout Units

**Appointment:** Nominated by Explorer Scout Leaders, voted in by majority vote of the Unit meeting. Serves a term of one year before possible re-election. Appointment can be ceased by the Explorer Scout Leader. Can only serve for two years unless agreed otherwise by Explorer Scout Leader.

**Requirements:** Have email facilities and be available at 7pm on the 2nd Monday of each month.

"General" Main Tasks	"Specific" Tasks Agreed with the Explorer Scout Leader
<ul style="list-style-type: none"><li>• Chair the Unit meeting</li><li>• Decide when the Unit meeting should sit and communicate this to the whole Unit</li><li>• Chair the Unit Forum on the second Tuesday of each month</li><li>• Work closely with and support the Explorer Scout Leader maintaining effective communication</li><li>• Work with the Explorer Scout Leader to encourage development of the Unit within the District and as part of the community.</li><li>• Ensure all members of the Unit Forum are fully briefed on the requirements of their roles</li><li>• Represent the Unit on the District and Area Explorer Scout Forums</li></ul>	