



Role description: Unit Secretary

Title: Unit Secretary

Outline: To take minutes at the Unit Forum and circulate to all members. To undertake any correspondence either by email, letter or phone.

Responsible for: not applicable

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: Voted in by majority vote of the Unit, with the approval of the Explorer Scout Leader. 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">• Take minutes at the Unit Forum on the second Tuesday of each month• Circulate minutes to all members• Deal with any correspondence via email, phone or letter	