

# Role description: Unit Secretary

**Title:** Unit Secretary

**Outline:** To take minutes at the Unit Forum, and Unit meeting if appropriate, and circulate to all members. To undertake any correspondence either by email, letter or phone. To collect monies from Unit members in absence of Unit Treasurer.

**Responsible for:** not applicable

**Responsible to:** The Explorer Scout Leader

**Main Contacts:** Members of the Unit, including the members of the Unit Committee, 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>• Take minutes at the Unit Forum on the second Tuesday of each month</li> <li>• Circulate minutes to all members</li> <li>• Deal with any correspondence via email, phone or letter</li> <li>• Collect monies from Unit members in absence of Unit Treasurer.</li> </ul>	