



# GREATER LONDON SOUTH EAST SCOUTS

Everyday Adventure for Boys, Girls and Adult Volunteers in Bexley and Bromley

Achieved the London  
Volunteer Management Charter

GREATER LONDON  
VOLUNTEERING

Experts in Volunteering

[www.expertsinvolunteering.org.uk](http://www.expertsinvolunteering.org.uk)

## ROLE DESCRIPTION

### MINUTES SECRETARY - WORKING GROUPS

#### WHAT IS THE PURPOSE OF THE ROLE?

To record a true and accurate account of meetings of working groups.

#### WHAT DO I HAVE TO DO?

Attend and take minutes at one or more of the following meetings.

Adult Support Working Group - quarterly

Programme Working Group - quarterly

Training Working Group - quarterly

Communications Working Group - quarterly

International Working Group - quarterly

Produce minutes and action points in a timely manner and forward them to the County Administrator for archiving and dissemination to appropriate recipients.

Undertake training appropriate to your role.

#### ANYTHING ELSE?

No

**If you are interested in finding out more about this role please contact  
The County Administrator at  
[office@glsescouts.org.uk](mailto:office@glsescouts.org.uk)**



#### Greater London South East County Scout Council

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County Commissioner Nick Crowe President Graham Cole Founder Robert Baden-Powell OM Chief Scout Lt Cdr (Hon) Bear Grylls RN

Registered Charity No. 1015476