

SCOUTS AUSTRALIA

Duty Statement – NEC Chair

Assignment:	Title: Chair - National Executive Committee Position: Volunteer
Reports to:	National Executive Committee (NEC) of the Scout Association of Australia
Job Purpose:	On behalf of the NEC, oversight the operation of the National Office to ensure that it provides the necessary support to the Chief Commissioner and his/her team and to convene and chair meetings of the NEC.
Assignment Duration:	For an initial appointment of 3 years with an extension by mutual agreement for an additional 3 years.
Key Tasks:	<ul style="list-style-type: none"> • To convene and chair meetings of the NEC • To oversight the operation of the National Office through the National Chief Executive (NCE) ensuring that resources are used efficiently and that the Chief Commissioner receives the support necessary to achieve his/her objectives • To support the Chief Commissioner in the development and implementation of the National Strategic Plan • To support the Chief Commissioner to achieve his/her operational objectives • As a member of the National leadership team, to represent Scouts Australia at international forums and activities • To ensure that new members of the NEC are appropriately inducted and that Sub-Committee Chairs are provided with the guidance and support necessary for their roles • To provide guidance and support to Branch Chairs/Presidents in the implementation and maintenance of good governance practices within their Branches and Nationally • To convene and chair the National Chairmen's and Sir Vincent Fairfax Scholarship Fund Sub Committees. • Act as a member of the NEC Finance, International Fund, and the Lord Baden-Powell Society • Chair other Sub-committee meetings as determined by the NEC.
Commitment:	<ul style="list-style-type: none"> • Two face-to-face NEC weekend meetings per year, normally in June and November, with one or two

	<p>supplementary online/teleconference meetings. An additional face-to-face Strategic Planning meeting is currently held every two years. The next one is scheduled for August 2015</p> <ul style="list-style-type: none"> • Three face-to-face National Operations Committee meetings (as an observer) per year - two held in conjunction with NEC meetings, the other is normally held in March • Three face-to-face weekend National Team meetings per year (Feb, May, Sep) • Two face to face Finance and LBPS Sub Committee meetings per year, currently held on consecutive week-days (2 days X 2) • Three/four National Executive Team meetings of 1-2 days each, on weekdays during the year • One overseas forum/summit of about 1 week each year • Numerous official functions/visits to Branch and National activities/meetings • Weekly telephone calls/conferences with NCE/CC.
<p>Skills and Attributes:</p>	<ul style="list-style-type: none"> • Must have strong written and verbal communications skills • Must have the ability to lead and chair a meeting with a large number of diverse participants • Must have a participative/collaborative management style that gets the best out of volunteers • Must be a strategic thinker but with an eye for detail where it matters • Experienced in organisational change management • Must be a team player and able to work in a shared leadership team environment • Experience at a senior level in Business Governance, particularly in the Not-for-Profit sector is highly desirable • Must be a member of the Scout Association of Australia, or prepared to become a member.