



# Be Prepared...

*for new adventure!*

## **1<sup>ST</sup> ERMINGTON GROUP SUPPORT COMMITTEE PR/Development Officer - Role and Responsibilities**

At 1<sup>st</sup> Ermington our Group is concerned with the development of Scouting. We believe that Scouting has something worthwhile to offer young people, and it is our goal to make Scouting available to as many young people as possible.

The role of the PR/Development Officer is to assist the Group Leader to implement the Development Plan. This involves recruiting and retaining both youth and adult members; this will ultimately ensure the future of Scouting at 1<sup>st</sup> Ermington.

In the long term, we plan to offer relevant programs to youth aged 6-18 years through Joey, Cub, Scout, and Venturer sections. Our goal is to have 3-4 fully trained leaders in each section, and to offer Venturers and/or youth aged 15-18 years, the opportunity to serve as Youth Helpers. We encourage all our parents to help out in the various sections as required.

### **Responsibilities**

- In consultation with the Group Leader and Group Support Committee implement a yearly Development Plan.
- Regularly report to the Group Support Committee on the progress of the Development Plan. Identify and suggest areas for improvement.
- Liaise with NSW Branch and District Commissioner for promotional ideas.
- Identify and report to the Group Support Committee on opportunities in the community that will assist us in promoting the Group, such as school fetes, community festivals etc, and include these opportunities in the Development Plan.
- Develop and update 1<sup>st</sup> Ermington specific advertising material.
- Co-ordinate the placement of 1<sup>st</sup> Ermington posters in local shops and businesses etc.
- Place notices in local school newsletters/local papers advising of upcoming Open Nights/Bring a Friend Nights.
- Arrange distribution of Open Day notes.
- Arrange publication of newsworthy activities in local papers.
- Develop liaison with Council and other local community groups, including Girl Guides, with a view to helping one another and keeping each other informed.

The PR/Development Officer works closely with, and reports to the Group Chairperson and Group Leader.