



Be Prepared...
for new adventure!

1ST ERMINGTON GROUP SUPPORT COMMITTEE

Trustee - Role and Responsibilities

Task 1 – Maintain Certificates

The key elements of the role are:

- Maintain certificates – insurance etc.
- Arrange six monthly safety inspections – fire extinguishers, electrical equipment etc.
- Prepare and maintain a list of all equipment owned by the Group.
- Toward close of financial year give an updated building contents and equipment list to Group Secretary for inclusion in annual returns. This list should have replacement value against each item, or group items. The building value (for insurance purposes) is provided to the Group annually by the NSW Branch of Scouts Australia.

Task 2 – Project Manager/Working Bee

The key elements of the role are:

- Plans, manages and coordinates quarterly working bees.
- Manages projects outside of quarterly working bees.
- Check all buildings regularly for repairs, fire hazards, etc. Ensure that vandal/burglar proofing is adequate at all times.
- Recommend to Group Support Committee any repair needs and manage those authorised repairs.

Task 3 – Minor Maintenance Issues

The key elements of the role are:

- Carry out minor maintenance tasks – replace tap washers etc.
- Attend to urgent safety matters.
- Maintain the First Aid Kit.
- Assist Leaders with repairs to equipment, as required in the absence of a Quartermaster.

Other

- Coordinate report for Annual Meeting and Group Support Committee meetings.
- Attend Group Support Committee meetings.

Reports to the Group Chairperson.

For more information on this role contact groupleader@ermingtonscouts.asn.au