



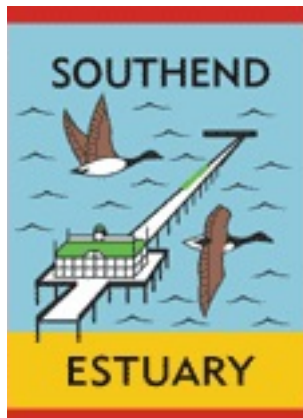
Volunteer Required

Group Executive Secretary (Group Scout Council & Executive Committee)

Please call our
Chairperson
Steven Power
07515385018

4th Thorpe Bay Scouts

We prepare young people with skills for



We require a Secretary to support our Group Scout Council & Executive Committee. Duties to include arranging Group Scout Council AGM & Executive meetings, creating and distributing agendas, minute taking & distribution, and attendance at meetings. We usually hold meetings once or twice per school term. You will be organised, diplomatic and know how to prepare agendas, taking minutes, keeping records, inventories, preparing and sending out letters. You will also help to produce reports and assist in updating the staff section of our website.



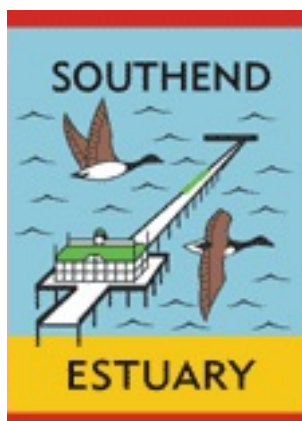
Volunteer Required

Group Executive Treasurer (Group Scout Council & Executive Committee)

Please call our
Chairperson
Steven Power
07515385018

4th Thorpe Bay Scouts

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We require a Treasurer to support our Group Scout Council & Executive Committee. Duties to include keeping accurate and up to date accounts, budgeting, payments, attending AGM and Executive meetings. We usually hold meetings once or twice per school term. You will be organised, diplomatic and know how to prepare and keep financial records, have sound financial skills, help produce reports and oversee a yearly audit of accounts. You will assist in updating the staff section of our website.