



Scouts Australia
Mafeking Rover Park
337 Caveat Dropmore Road
Caveat 3660
A.B.N. 39 662 387 026

Postal Address
PO Box 774
Mount Waverley 3149
Phone: 03 8543 9800
Fax: 03 8543 9899
Internet: www.mafekingroverpark.com
email: mafeking@vicscouts.asn.au



Secretary

- **Work with a dedicated team of fellow Rovers**
- **Join the committee committed to creating a unique camping experience**
- **Gain organisational and administrative experience in a business environment**

Mafeking Rover Park, is owned and operated by Victorian Rovers for Victorian Rovers. Purchased in 1992 The Park offers a diverse landscape of open land, scrub and bush providing a variety of camping opportunities and areas to explore for all members of Scouting and the wider community. Mafeking is the home of Rover Motorsport in Victoria and the host location for the upcoming 2016 Australian Rover Moot 'The Moot'

The opportunity:

The Committee seeks a Rover to join the committee to fulfil the role of Secretary; this role is open to all Rovers currently registered within Victoria who have an interest in fulfilling the role. The role of Secretary includes recording of meeting agenda and minutes, and coordinating correspondence for the Mafeking Rover Park Committee of Management.

What's in it for you?

The Mafeking Rover Park Committee is a growing committee with great opportunities for growth and skill development. With the implementation of a new committee structure reporting and clear minutes has become an important part of the communication between committee members.

The role of Secretary allows you to be in the thick of the action – coordinating the agenda and minutes for all meetings, sitting on the MRPCOM executive and helping to grow and develop the committee of management.

What skills do you need?

Excellent communication skills, particularly written communication, are key to this role. A basic understanding of word processing and computing skills are also an advantage. This role would also benefit from an organised individual who can affectively coordinate other committee members to ensure smooth communication and quick, effective meetings.

This role will be reporting to the Chairman and will be expected to prepare a report on a monthly basis in regards to works completed and underway.