

A Job Description

Responsible To: The Venturer Leader

The Purpose Of This Position:

To lead the Unit Executive and through them, the Unit members, so that Venturers is an enjoyable and worthwhile experience for all.

Your Main Tasks:

1. You will work closely and communicate frequently with the Venturer Leader taking note of their advice and experience, so that the Unit works effectively as a group and enjoys Venturers.
2. Chair meetings of both the Executive and the full Unit, ensuring that the meetings are quick and effective, and that decisions are made in a democratic way that allows all members to contribute freely.
3. Delegate or share tasks wherever possible to reduce your workload, gain experience in managing others and to get everyone working as a team.
4. Ensure the Unit is represented at Zone and Regional meetings or Councils so that the Unit benefits from the exchange of ideas and contact with other Units.
5. Lead and support the members of the Unit Executive so they can rely on you to assist them when or if needed.
6. Assist the Venturer Leader to train various unit members as Activity Leaders, so that all Venturers are given the chance to gain Leadership experience.
7. Drive the Unit Executive to plan at least 1 term in advance, produce an interesting and challenging programme that involves and enthuses the Venturers as well attracts new recruits.
8. Present certificates as soon as possible after the Unit Executive has approved them.

Your role as Chairperson

It is not expected, nor intended, that you will be instantly capable of carrying out all the tasks required from the time of appointment. Like any new role, you may have to learn the skills.

This is why the Unit has a Venturer Leader to advise and assist you and the Executive until you have developed the skills necessary to carry out the role effectively. In many instances, the Venturer Leader has to assume the role of Chairperson and make decisions until the Chairperson has grasped the basic skills for leading and manage a meeting.

High on the list of a new Chairperson's priorities must be a commitment to developing leadership skills. Immediate enrolment for the Venturer Leadership Course (J.R.H. Cooksey Course) is essential if the Chairperson is serious about accepting responsibility for running an effective and successful Unit.

The importance of ENTHUSIASM cannot be stressed enough. A good Chairperson never has problems, just challenges to be met and overcome. Frequent discussion with the Venturer Leader is essential.

Before every meeting an effective Chairperson will make sure that before every meeting, the agenda or programme is discussed with the Venturer Leader so that both are informed about developments and can back each other up in a team approach. It is important the Unit realises that the Venturer Leader is responsible to both SCOUTS New Zealand (represented by the Group Leader) and the parents, for the safety and general welfare of Venturers while involved in Unit activities.

Misbehaviour, unsafe activities or unlawful actions by the Unit can result in the Venturer Leader losing his or her Leadership warrant. The result can be considerable damage to the Leader's reputation in the community as well as that of SCOUTS NZ in general.

Good communications between yourself and the Venturer Leader, and the following of their advice, should mean that the Unit's activities and plans rarely, if ever, get to the stage where the Venturer Leader has to exercise the authority they hold.

Finally, if circumstances change and you are unable to carry out the duties effectively, you should assist with the appointment and training of a successor.