

POSITION DESCRIPTION



Role Title

Mudbash Chairman

ROLE REPORTING INFORMATION

Positions Reporting to this role

Past Chairman, Rover Advisor, Vice Chairman and Treasurer

This Role Reports To

Victorian Rover Council Assistant Chairman

Executive Reporting

Victorian Rover Council Chairman

ELIGIBILITY

- The position of Mudbash Chairman shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Victorian Rover Council (VRC) Chairman.
- Nominees must have completed their basic training, except with the express permission of the VRC.
- Nominees must have at least 12 months experience serving on the Mudbash Committee, except with the express permission of the VRC.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Assume ultimate responsibility for the successful running of the event.
- Chairing the monthly meeting of the Mudbash Committee, ensuring that the committee functions smoothly and effectively.
- Chairing Mudbash committee executive meetings.
- Attend interdepartmental meetings as required.
- Ensure all positions on the committee are filled & all committee members have met role eligibility requirements.
- Ensure all committee members are adequately trained for their allocated responsibilities & that any Victorian Rover Council training stipulations are met.
- Working with the Vice Chairman, ensure all committee members are performing their roles successfully.
- Working with the Vice Chairman, draft and present an operational Risk Management Plan and Emergency Management Plan.
- Along with the treasurer and delegated VRC office bearer, act as a signatory on the Mudbash bank account.
- Working with the Public Relations and Marketing manager, design and present a Mudbash Launch at the Surfmoort immediately preceding the event.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Positively promote tender applications for various services at Mudbash.
- Act on decisions made by the represented rovers at the event forum.
- Ensure Mudbash is represented at the VRC, Rover Scout Motorsport (RSM) & Mafeking Committee monthly meetings as required.
- Prepare & Present monthly reports to VRC detailing the work done by the committee.

POSITION DESCRIPTION



- Working with the Vice Chairman, liaise with Mafeking Committee of Management, Scouts VIC First Aid Service, Police Scouters & the 4WD Team, ensuring a *Memorandum of Understanding* (MOU) for each service is drafted and agreed upon.
- Organise and run all Pre event working bees.
- Working with the vice chairman & secretary draft a roster delegating the following tasks over the weekend;
 - Duty Chairman
 - Headquarters
 - Front Gate
- Plan whole committee functions.

At Mudbash

- Assume ultimate responsibility at the event, responding to incidents and complaints.
- Provide support to all committee as required.
- Working with the vice chairman and treasurer, handle and transfer money as required.
- Ensure that all participants observe the rules and regulations of Mafeking Rover Park.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Communicate effectively, ensuring tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Working with the vice chairman, clean up all remnants of the event from Mafeking Rover Park, ensuring all equipment is returned and unused materials are stored for future use.
- Investigate all incidents that occurred at the event, appropriately reporting the outcomes to VRC and, if required Scouts Victoria.
- Organise and run all Post event working bees.
- Chair Mudbash Forum
- Chair Mudbash Annual General Meeting (AGM)
- Produce an Annual Report by the Mudbash AGM detailing the work done which is relevant to their duties.

At all times the Chairman should conduct themselves in an appropriate manner determined by their level of responsibility, therefore setting an example to the rest of the committee as to the expected level of behaviour & professionalism.

The Chairman has the right to make decisions on behalf of the Mudbash Committee as circumstances dictate, however these decisions should be notified to the committee and ratified at the first opportunity.

DESIRED SKILLS

- Leadership
- Conflict Resolution
- Forward Planning and strategy
- Problem Solving
- Interpersonal and relationship building skills
- Communication

POSITION DESCRIPTION



- Time Management
- Attention to Detail
- Deadline Management
- Able to work as part of a team to accomplish tasks.
- Occupational Health and Safety risk mitigation & reporting
- Delegation

Feedback

Role Title	Mudbash Chairman
Comments	