

POSITION DESCRIPTION



Role Title

Mudbash Vice Chairman

ROLE REPORTING INFORMATION

Positions Reporting to this role

Secretary, Activities Manager, Events Manager, Sites and Services Manager, Public Relations Manager, Power & Communications Manager & Entertainment Manager
Mudbash Chairman
Victorian Rover Council Assistant Chairman

This Role Reports To Executive Reporting

ELIGIBILITY

- The position of Mudbash Vice 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.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Assist the Chairman in the undertaking of their duties and responsibilities.
- Work with department managers to ensure they are performing their roles successfully.
- Draft and present an operational Risk Management Plan and Emergency Management Plan.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- 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.
- Working with the Chairman, organise and run all Pre event working bees.
- Working with the Chairman & secretary, draft a roster delegating the following tasks over the weekend;
 - Duty Chairman
 - Headquarters
 - Front Gate
- Working with the Chairman, plan whole committee functions.

At Mudbash

- Assist the Chairman in assuming ultimate responsibility at the event, responding to incidents and complaints.
- Provide support to all committee as required.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Working with the Chairman and Treasurer, handle and transfer money as required.
- Communicate effectively, ensuring tasks are identified, planned for, responsibility assigned and executed.

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After Mudbash

- Working with department managers, clean up all remnants of the event from Mafeking Rover Park, ensuring all equipment is returned and unused materials are stored for future use.
- Assist the Chairman to investigate all incidents that occurred at the event, appropriately reporting the outcomes to VRC and, if required Scouts Victoria.
- Working with the Chairman, organise and run all Post event working bees.
- Produce an Annual Report by the Mudbash AGM detailing the work done which is relevant to their duties.

In the event that the Chairman is unable to undertake their duties and responsibilities, the Vice Chairman is to assume the role of Chairman.

At all times the Vice 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 Vice 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
- 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

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Comments	