

	<b>Gasóga na hÉireann / Scouting Ireland</b>			
	Document No. VGS-TSP-002	Issued 01 <sup>st</sup> August 2025	Last Amended	Next Review
	Category: The Scout Province			
	Title: Terms of Reference Provincial Secretary			
	Department: Volunteer & Group Support Department			
	Related Documents: <a href="#">The Scout Province</a>			

## 1. Role Description

- 1.1. The Provincial Secretary is primarily responsible for the administrative matters within the Scout Province. To convene meetings of the Provincial Management Support Team in accordance with the Standing Orders. To prepare the agenda for meetings of the Provincial Management Support Team in consultation with the Provincial Commissioner and the Provincial Chairperson.

## 2. Appointment Term

- 2.1. This term is concurrent with that of the Provincial Commissioner.  
2.2. They may be eligible for re-appointment.

## 3. Appointment

- 3.1. The Scout Province Secretary is appointed by the Provincial Commissioner. They are approved by the Provincial Management Support Team.

## 4. The Provincial Secretary is a member of:

- 4.1. The Provincial Management Support Team.  
4.2. The Provincial Officers Team.

## 5. The Provincial Secretary works with:

- 5.1. Provincial Commissioner.  
5.2. Provincial Chairperson.  
5.3. Provincial Treasurer.  
5.4. Provincial Management Support Team.  
5.5. Scout Groups and Scout Counties within the Scout Province.  
5.6. Volunteer and Group Support Core Team.

5.7. Scouting Ireland Staff as relevant.

**6. The Provincial Secretary is accountable to and supported by:**

6.1. The Provincial Management Support Team.

6.2. Provincial Commissioner.

**7. Key Competencies and Skills:**

7.1. Excellent written and oral communication skills.

7.2. Excellent written and oral communication skills.

7.3. Ability to work on own initiative as well as part of a team.

7.4. Ability to think creatively and solve problems.

7.5. Good IT skills relevant to the furtherance of the role.

7.6. Ability to summarise information effectively for different audiences.

7.7. Willingness to speak their mind and listen to the views of others.

7.8. Acceptance of the fundamentals of Scouting.

7.9. Willingness to undertake training in the furtherance of the role.

**8. Termination of Appointment**

8.1. At the discretion of the Provincial Commissioner with the approval of the Provincial Management Support Team.

8.1. Termination of appointment shall occur

8.1.1. on resignation of appointment,

8.1.2. By mutual agreement.

8.1.3. On completion of the term of office.

8.1.4. Where the Scouter is non-compliant with Scouting Ireland Safeguarding or Garda Vetting/Access NI Policy

8.2. The Provincial Secretary appointment is coterminous with that of the Provincial Commissioner.

8.3. In the event of the Provincial Commissioner not completing their three-year term of appointment, the Provincial Secretary shall remain in their role to facilitate the election of a new Provincial Commissioner supported by the Scouting Ireland Support Staff.

8.4. Where a Provincial Secretary is no longer in place or unable to carry out their duties, a member of Scouting Ireland Support Staff will facilitate the Open Call and election process for a Provincial Commissioner.