

DISTRICT COMMITTEE VICE-CHAIR

Job Description

Position Responsibilities:

Responsible for taking minutes and attendance at the monthly District Committee Meetings and for supporting the District Chair in ensuring the success of the District.

Major Responsibilities Include:

1. Keep the minutes of the monthly District Committee meetings and distribute those minutes to the District Committee following the meeting via email.
2. Keep a detailed and running attendance of those present at the monthly District Committee meetings.
3. Serve as needed in the District Chair's absence.
4. Initiate plans and help Committee Chairs recruit an adequate number of members to carry out the functions of the District.
5. Work with District Chair and District Executive to help coordinate the work of the District to ensure the success of Scouting.
6. In coordination with the District Chair and District Executive, help in the completion of the District Goals.