



## Role Description: Chair: 2<sup>nd</sup> Africa Rover Moot Organising Committee

The Africa Rover Moot is a gathering of Rover Scouts, under the auspices of the Africa Scout Region, and held every 3 years. The 2<sup>nd</sup> Africa Moot will be hosted by SCOUTS South Africa in 2026.

### Role Purpose

To manage and oversee the planning and execution of the 2<sup>nd</sup> Africa Rover Moot in South Africa.

### Functions

To manage and oversee the planning and execution of the 2<sup>nd</sup> Africa Rover Moot in South Africa.

### Functions

Oversee the timeous completion of the following, in accordance with SSA Policies and procedures & Africa Region conditions.

1. In conjunction with the Chief Commissioner and the Chair: National Rover Programme appoint an organising committee consisting of the following recommended portfolios: Camp Chief, Activities, Sub Camps, Catering & Logistics, Health & Safety, Marketing & PR, Administration and Finance.
2. Oversee the preparation and implementation of a "Project plan and Programme" which will support the delivery of the event.
3. Source a suitable venue in line with the approved budget.
4. In conjunction with the Finance portfolio establish a budget for each portfolio in compliance with the Finance, Fundraising and Administration Policy and any applicable Practice Notes.
5. Ensure that efforts are made to include / fund underprivileged Rovers to make the event as inclusive and representative as possible.
6. Ensure the event is well marketed locally and internationally, to encourage participation.
7. Lead and manage the organising team appointed for the 2<sup>nd</sup> ARM.
8. Hold regular meetings with organising committee members to ensure the project plan and timelines are adhered to.
9. To ensure that proper financial records are kept and that there is regular management reporting, to ensure that all expenses incurred in hosting the event are covered by the participation fees received.
10. Work closely with the Camp Chief to ensure a successful handover of planning functions to the operational team who will run the event.
11. Participate in regular review meetings with the Chair: National Rover Programme and the Chief Commissioner, to discuss progress, issues, challenges and the lessons learnt.
12. Ensure that a written report consisting of operations and administration is provided within 3 months of the conclusion of the event.

Carry out any other duties as may be reasonably requested by the Chair: National Rover Programme or anyone who has been delegated this authority by the Chief Commissioner.

### **Accountability & Reporting Structure**

Applicable Policies to the role: SSA Constitution and Organisational Rules, all SSA Policies  
Report to: Chair: National Rover Programme  
Manages: Camp Chief and Portfolio Leaders: Activities, Sub Camps, Catering and Logistics, Risk Management (Health and Safety), Marketing and PR, Administration and Finance.

### **Period of Warrant**

From appointment date until 6 months after the 2<sup>nd</sup> Africa Rover Moot.

### **Appointment Procedure**

Process as described in the Adult Support Policy.