



Job Description:

Chair: National Alumni Network

Role Purpose

To recruit, develop, sustain, and retain competent and motivated organisational resources into the Alumni Network, in order to support the operational growth and activities of SCOUTS South Africa (SSA).

Functions / Key Performance Areas

1. Develop the Strategy to implement SSA Exco's vision for the Alumni Network, through the national Alumni Network Committee.
2. Establish a contact database for Alumni, at national, regional and district levels
3. Promote membership recruitment and involvement of Alumni, at all levels of the Movement.
4. Encourage Alumni Network involvement at appropriate levels to gain access to relevant connections and resources, in the form of their knowledge, skills, organisational information and influence.
5. Communicate with Alumni members and promote regular communications with Alumni members by national and regional offices, in accordance with guidelines endorsed by the Marketing and Alumni Network Committees.
6. Ensure Alumni resources have the correct competences and vetting in place to assist at events, trainings or courses.
7. Co-ordinate the organising of Alumni Network events, nationally and regionally, in order to attract, motivate, engage and retain Alumni.
8. Prepare an annual budget for Alumni activities within SSA.
9. Assist in establishing budgets for national fundraising activities
10. Report on Alumni Network plans and activities to SSA Exco, as required.

Accountability & Reporting Structure

Applicable Policies to the Role:	SSA Organisational Rules SSA Adult Resource policy SSA Finance, Fundraising and Administration Policy SSA Alumni Guideline document
Report to:	Chief Commissioner
Peers:	SSA Exco Members
Manages:	National Alumni Network Committee
Supports:	CEO Public Relations (PR) Manager

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Delegated Power

1. Recommendation of ad-hoc resources from the Alumni database.
2. Any other power or authorities assigned by the SSA Exco.
3. Acceptance of Applications for Alumni Membership.

Period of Warrant

3 Years renewable for 2 years. Thereafter the Warrant cannot be renewed for the role.

Appointment Procedure

Process as described in the Adult Support policy.

Other Agreed Tasks

As agreed with the direct report, the candidate will also be responsible for:



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