



# Job Description: Regional Property Representative

## Role Purpose

To support the Regional Commissioner (RC) in ensuring Scouting is operating and growing in a sustainable manner with a specific emphasis on the property aspects in the Region.

To ensure that properties in the Region are utilised to its fullest and is an asset to SCOUTS South Africa (SSA).

To support the Group in the Region in the management of the properties utilised for SSA Activities.

## Functions

1. Management of all Scout owned properties and estates in the Region.
2. Management and oversight of all properties leased to SSA in the Region.
3. Ensuring that all estates and properties in the Region, whether leased or owned, have a functional management team or Committee who oversee the day-to-day operations and maintenance of the properties.
4. Ensuring the preparation of an annual property budget for each Regional estate for SSA.
5. Executing any other property related task that may be reasonably delegated by the Chair: National Property or Chief Executive Officer (CEO).
6. Recruitment and Management of resources to assist with the aforementioned task. These may be delegated, but the Regional Property Representative retains the overall responsibility.

## Accountability & Reporting Structure

Report to:	National Property Committee Chair: National Property
Peers:	Regional Property Representatives Regional Finance Representatives District Commissioners (DCs) Regional Development Officers Regional Team Coordinators
Manages:	N/A
Supports:	RCs DCs Scout Group Leaders (SGLs)

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## Delegated Power

1. To recommend to the National Property Committee the purchase or non-purchase of properties or improvements to properties.
2. To recommend to the National Property Committee the extension or termination of leases for properties leased to SSA.
3. To recommend funding for improvements, maintenance or renovations on leased or own properties.
4. To recommend subletting of SSA properties.
5. Any other temporary property related authorities delegated by the Chair: National Property or CEO in writing from time to time.

## Period of Warrant

The Regional Property Representative will be in the position for a maximum of three (3) years.

## Appointment Procedure

Process as described in the Adult Support Policy.

Regional Property Representatives should be physically based in the Region they represent.

## Other Agreed Tasks

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



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