



## **ROLE DESCRIPTION:**

### **COUNTY BADGE SECRETARY**

#### **Role**

To act as point of contact for leaders, county teams and shops within Hertfordshire county to order various badges including, but not limited to, county badges, Eco awards and long service awards.

To oversee the shops within the county, relaying information from HQ and making sure all relevant paperwork is kept up to date.

#### **Personal Qualities**

Aged 18+. Well organised, detail orientated, computer literate, good communication skills (both verbal and written), and enthusiastic and positive attitude.

A member of Girlguiding, or willing to become one.

#### **Term**

Is appointed for an initial term of three years and may be re-appointed for a further two years\*.

#### **Responsible to**

Assistant county commissioner – promote and grow

#### **Working with**

Assistant county commissioner – promote and grow

Other members of the county team

Volunteers from Hertfordshire county

#### **Expenses**

Claimed from county treasurer

## **Responsibilities**

### General

1. Be an active member of the promote and grow team and the county team.
2. Attend promote and grow team meetings to share and receive information and collectively work together.
3. Produce a written report for quarterly trustee meetings and the annual report.
4. Produce quarterly expenses and order records to send to the county treasurer.
5. Produce annual accounts, to pass to the county treasurer to be audited.
6. Use the county designated email address for correspondence relating to the role.
7. Only store records relating to the role on the county Microsoft Teams system.
8. Prepare an annual budget as requested by the county treasurer.

### Badges

1. Process badge orders placed via the county badge online order form and via email.
2. Post orders at least once a week, obtaining proof of postage for orders as needed.
3. Keep up to date with any change in badge and postage prices to make sure orders are priced correctly.
4. Place orders for badges and awards for county teams and leaders through the Girlguiding shop that only a county badge secretary can request.
5. Maintain a record of all badge orders.
6. Receive and disseminate information to country. This is normally by way of meetings.
7. Keep up-to-date with any changes and new badge secretary restricted badge offerings.
8. Liaise with the county administrators to ensure the county badge order form on the county website is kept up to date.
9. Supply and man a county badge stall at events where needed.

10. Order new county badges from the manufacturer and re-price stock as needed.
11. Help aid replacement of any lost or damaged badges following the rules set by HQ.

### Shops

1. Relay any information from HQ to the shops and county as needed.
2. Liaise with HQ and the shops to help implement any changes surrounding running the shops.
3. Edit and distribute constitution templates and other paperwork as required.
4. Help shops with any queries surrounding paperwork including any forms they need to fill in for HQ.
5. Make sure that shop constitutions and all information held relating to the shops are kept up to date. Including information and roles on GO.
6. Hold an annual meeting for all of the county shops.
7. Help liaise with shops to bring their stock to county events as needed.

\*Reappointment is not automatic.