



DISTRICT ADMINISTRATOR Minutes and Correspondence role information



The **District Administrator** role is an exciting opportunity to be part of the District team of volunteers to deliver good guiding in your District and to ensure that girls have amazing opportunities. This is for a term of **3 years** and is a Girlguiding Ulster **District Commissioner** appointment. You will be expected to attend District Executive meetings along with any ad hoc meetings as required.



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As District Administrator Minutes and Correspondence what will I be expected to do?

While the District Commissioner leads the District this does not mean that the District Commissioner does everything herself. One of your key duties will be to support the District Commissioner and the District Executive team by attending District Executive meetings and taking minutes recording discussions, decisions and actions.

You will be part of a team of Volunteers who will help deliver the District action plan. You will be expected to attend District Executive meetings and report on your areas of work. The members of the District Executive are the trustees of the District and as such, in addition to their own areas of expertise, they will have joint responsibility for ensuring that the District is well run, financially viable and delivering on what the District is expected to do.

As District Administrator Minutes and Correspondence your role will include;

- Keeping accurate records and taking minutes of District Executive meetings, decisions and actions
- Preparing agendas and paperwork for District Executive and other meetings as required
- Managing correspondence on in liaison with and on behalf of the District Commissioner and the District Team.
- Maintaining communication with Unit/District/County/Girlguiding Ulster in liaison with and on behalf of the District Commissioner and the District Team
- Supporting the District Commissioner and District Team with administration tasks required for the smooth running of the District



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What training and support will be available?

Training available to you will include:

- A thorough induction into your role
- Training to help to develop skills and abilities to perform the role (including e-learning where possible)
- Ongoing support and development from fellow volunteers, including the District Commissioner and the District Team.
- Girlguiding Ulster or your District will reimburse agreed expenses

What skills, knowledge and experience do you need?

Being a great District Administrator involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable
- High degree of personal integrity and ability to deal with confidential information
- Excellent organisational and administration skills
- Experience of using IT packages e.g. Word, Excel etc.
- Ability to work as part of a team
- Time management skills - getting things done efficiently and planning



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What will be the benefits to me through taking on the role of District Administrator Minutes and Correspondence ?

Taking on the role of District Administrator Minutes and Correspondence is a great way of learning new skills such as teamwork, leadership skills, budgeting, time management, communication and motivation. If you are in employment then these are also skills which employers want to see and would look great on your CV and make you stand out from other applicants when applying for a new job or promotion.

For those with a large skill set from employment / previous experience, this is a great opportunity for you to use your skills to lead and motivate others sharing your expertise, taking the District forward as well as empowering others to be able to take on this and other key roles in the future.

Overall, this is a great opportunity to do something valuable in your community, meet and work with new people, learn new skills and most importantly have lots of fun!

