

*Sandvlei Sea Scout Base*

# Role Overview

## Sea Scout Base: Warden

### Role Purpose:

- To maintain and operate the Sea Scout Base (SSB) facility in line with the policies laid down by the Western Cape Region of Scouts South Africa.
- To ensure that the property is utilised to its fullest extent based on the aims of the movement.

### Structure:

The SSB Warden role should ideally be filled by two persons living at the Sea Scout Base, who share the functions of the Warden role. Accommodation is included, however a monthly donation will need to be paid to the SSB towards utilities. Accommodation includes the following: Master bedroom, bathroom, kitchen, living room, patio, and garage.

The period of appointment is for 5 years, with a possibility for extension.

### Functions:

Functions of the warden role are laid out below, however these may evolve over time. The Warden forms a part of the SSB Committee, led by the SSB Chair.

### General Warden Duties:

- Manage the SSB email account
- Maintain property security
- Manage the gate entry system
- Submit a monthly property report to the region

### Committee Roles:

**Payments:** Facilitate all payments and income as part of SSB operations, including a monthly report and submission of invoices and receipts to the Treasurer.

**Bookings:** Manage and operate the booking system and booking calendar, including invoicing where applicable, signing in/out of base visitors, act as the liaison for the property for all base activities. Bookings mostly consists of Member Troop visits, Regional Courses & Competitions.

**Maintenance:** Oversee the maintenance and general function and state of the property. This involves managing SSB grounds staff, carrying out of day-to-day operations (such as purchasing electricity, gas etc.), liaising with contractors, and basic maintenance ensuring the facilities are ready for occupation.

**Tuckshop:** Run the tuckshop and kitchen fundraising function for regattas, and other special events. This includes the annual Kon-Tiki tuckshop and kitchen which requires the co-ordinating of shifts with Member Troops. Manage the purchases, budget, and income for the tuckshop.

**Commitments:**

- Be prepared to undertake training to enhance your role (at cost to SSA)
- Pay a monthly donation towards utilities
- Always ensure that there is an appropriate adult at the base each night

**Accountability & Reporting Structure**

Applicable Policies to the Role: SSA Organisational Rules  
SSA Safe Scouting Policy  
SSA Property Policy  
SSA Child Protection Policy  
SSA Finance, Fundraising & Administration Policy  
SSA Member Code of Conduct  
RWAC Policies & Procedures  
WC Finance and Property Procedures  
General Rules of the SSB

Appointed by: Regional Property Co-ordinator  
Report to: SSB Committee Chair  
Peers: SSB Committee members  
Supports: SSB Committee

**Period of Appointment**

The appointment as Warden at the Sea Scout Base is for a period of five years, with a period of notice for cancellation of three months by either party. A shorter contract period may also be negotiated. Contract renewal is negotiable at the end of the contract period.