

Secretary

The Secretary is responsible for keeping minutes of troop committee meetings and to handle troop correspondence. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Attend all troop committee meetings, record the minutes, with special emphasis on decisions made, actions taken, and policy made.
- Transcribe and distribute copies of the minutes to all registered adult leaders as soon as possible following the committee meeting to ensure members have time to follow up on action items.
- Provide electronic copy of meeting minutes to troop web master for posting on troop web site.
- Send out committee meeting notices.
- At each meeting, report the minutes of the previous meeting.
- Handle troop correspondence as needed.