



**Troop 93
Leadership Position Description**

Secretary

Type: Appointed by Committee Chairman
Reports to: Committee Chairman
Description: Maintains and distributes records.
Comments: Takes meeting minutes, publishes meeting minutes and publishes Newsletter.

QUALIFICATIONS

Experience: Typing/computer basic skill necessary

PERFORMANCE REQUIREMENTS

- **Training:** Complete Fast Start tape, Youth Protection Training,
- **Desired training:** New Leader Essential
- **Attendance:** You are expected to all attend Troop Committee meetings.

GENERAL LEADERSHIP RESPONSIBILITIES

Uniform: **Uniform optional** -Set the example by wearing your uniform correctly at troop meetings and other formal events.

Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.

SPECIFIC LEADERSHIP RESPONSIBILITIES

Assures all meeting minutes are accurately recorded. Assure Newsletter is published monthly

Duties include:

- Attending all Committee meetings and record minutes
- Provides meeting minutes to all committee and all adult leaders (via e-mail)
- Makes sure monthly Newsletter is published and distributed to all troop members (via e-mail)
- Maintains e-mail list for newsletter and Committee meeting distribution
- Maintains troop roster and schedule which are generally set twice a year and update as needed