

## Troop 957 Secretary Desk Instructions, Rev. A

### Position Theory:

According to the Troop Committee Guidebook, the duties of the Troop Secretary are to:

- Keep minutes of meetings and send out committee meeting notices
- *Handle publicity*
- *Prepare a family newsletter of troop events and activities*
- *Conduct the troop resource survey*
- *Plan for family night programs and family activities*
- *At each meeting report the minutes of the previous meeting*

So much for the theory. The reality is different.

### Position Duties As Practiced:

The Scoutmaster, with the concurrence of the Troop Committee and the chartering organization, has set 40 boys as the upper limit that this troop can accommodate. Publicity is therefore not sought after. Also, since the troop is so small, we have the requirement that each family must have one adult volunteering on either the program (Scoutmaster) or administrative (Committee) side. This means that all the families are well aware of the outcome of the events and activities; thus a newsletter is unnecessary. The Equipment Coordinator is in charge of tracking the equipment, so no resource survey is required. Lastly, event planning is handled by the Scoutmasters, with parents being welcome at all of them. .

Taking all of the above into account, here are the detailed procedures, such as they are:

1. Attend all committee meetings. The Committee Chair has taken it upon himself to send out the meeting notices, since he is in charge of setting the agenda.
2. Take notes at the meeting.
3. Summarize any important decisions or pending actions from the last meeting if asked to do so by the Committee Chair.
4. Within one week of any meeting, generate the minutes and send them out via Yahoogroups.
5. Maintain a committee action item list, if asked to do so by the Committee Chair.
6. Work with the Troop Treasurer and CLCoC to update the account authorized signature list.
  - Obtain forms from Sterling Bank Financial Services Manager
  - Obtain formal letter from CLCoC listing who to delete and who to add
  - Fill out forms with info obtained from new officers
  - Drop forms off at Sterling
  - E-mail new officers to drop by Sterling and sign the form.
7. If web-literate, and no one else has volunteered, maintain the troop website at <http://www.troop957.com>.