

TROOP COMMITTEE SECRETARY

1. Presides over committee meetings in the absence of the chair.
2. Works with the chair to prepare the agenda for committee meetings.
3. Sends out special invitations to meetings and court of honors.
4. Keep minutes of meetings and send out committee meeting notices.
5. Handle publicity.
6. Prepare a monthly family newsletter of troop events and activities.
7. Conduct the troop resource survey.
8. At each meeting of the committee, report the minutes of the previous meeting.
9. Maintain attendance records of troop meetings & campouts.