

Pack 374 Leader Position Descriptions

ADMINISTRATIVE SECRETARY

Pack Committee

Position Description

- Keeps pack paperwork (annual consent forms, medical forms, recruiting forms, event permission slips, etc.) in order.
- Ensures Youth Applications are processed and submitted to Council in a timely manner.
- Scans and uploads event paperwork to the pack cloud account.
- Assists Outdoor Activity Chair and Event Coordinator with paperwork collection prior to upcoming events.
- Ensures all necessary permission slips, consent forms, and medical forms have been turned in and are tracked.
- Provides all necessary paperwork for events to the event coordinator.
- Works with Cubmaster, Event Coordinator, and other leaders to add events to private pack online calendar.
- Assists Secretary, as needed.

Desired skills & requirements

- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Basic knowledge of spreadsheets.
- Ability to scan documents and save as PDF files.
- Ability to access cloud services (Google, Dropbox, etc.) and upload files.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-3, depending on upcoming events.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018