

# Pack 374 Leader Position Descriptions

## ATTENDANCE COORDINATOR

Pack Committee

### Position Description

- Prior to weekly meetings and other events, prints attendance sheets.
- At weekly meetings and other events, distributes attendance sheets to den leaders.
- At the conclusion of weekly meetings and other events, collects the attendance sheets from den leaders.
- Tracks progress for scouts earning National Summertime Pack Award.
- Regularly provides National Summertime Pack Award status to den leaders throughout the summer.
- Enters attendance into the private pack web site.

### Desired skills & requirements

- Organized; detail oriented.
- 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

1-2, including meeting time.

### Leader uniform required

No, but encouraged.

### Position description implemented

3/15/2018