

# Pack 374 Leader Position Descriptions

## SECRETARY

Pack Committee

### Position Description

- Maintains proper records within the pack.
- Signer on the pack checking account.
- Keeps minutes during pack committee meetings, recording key items such as decisions made, things needing follow-up, or items of future interest (summer camp attendance, number of scouts bridging to Boy Scout troops, etc.).

### Desired skills & requirements

- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- 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, including meeting time.

### Leader uniform required

No, but encouraged.

### Position description implemented

3/15/2018