

# Secretary

## Cub Scout Pack 49

### Denison, Iowa



#### **Qualifications:**

If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is at least 21 years of age, is of good moral character, and is interested in working with and for boys. Should be able to delegate responsibilities and set a good example through behavior and attitude. Should believe in the values and purposes of Cub Scouting. Selected and appointed by the pack committee with the approval of the chartered organization, and registered as an adult leader of the BSA.

#### **Responsibilities:**

- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.
- Maintain an inventory of pack property.
- Handle correspondence for the pack. This may include writing letters of appreciation and requests for reservations, or ordering supplies through the local council service center.
- Keep notes on business conducted at pack leaders' meetings. Record only key items such as things needing follow-up or items for the history of the pack.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

#### **Training:**

- Youth Protection Training every 2 years (available on-line)
- Pack Committee Fast Start (available on-line)
- Committee Member Specific Training
- University of Scouting (not necessary, but nice to go to)

#### **Reports to:**

- Cubmaster
- Pack Committee Chair