

Troop 723 Soaring to New Heights	PROCEDURE # TS-001	PAGE # 1 OF 2	DATE 10/06/14	REV. B
TROOP 723 SECRETARY PROCEDURES				
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TITLE: TROOP SECRETARY

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REVISIONS

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| Rev. A | 10/30/12 | Original release of the procedure. |
| Rev. B | 10/06/14 | Reviewed procedure for adequacy. Added requirement for Troop Committee Chair to pass on minutes to youth Webmaster for posting on the Troop website. |

1 PURPOSE

1.1 This procedure defines the duties and responsibilities of the Troop Secretary.

2 SCOPE

- 2.1 Applies to the following:
- 2.1.1 Recording and publishing minutes of monthly Adult Committee Meetings (ACM).
 - 2.1.2 Recording and publishing minutes of any special meetings held, such as the Annual Planning meeting.
 - 2.1.3 Correspondence for the Troop such as thank you letters to visitors, to those making donations, etc.
 - 2.1.4 Publicity

3 MATERIAL REQUIREMENTS

3.1 ACM Agenda as provided by the Committee Chair

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- 3.2 Attendance Sheet
- 3.3 Binder containing copies of all published minutes

4 PROCEDURES

4.1 MINUTES FOR MONTHLY ACM

- 4.1.1 The Troop Secretary is responsible for attending all monthly ACMs or scheduling a replacement for any meetings that cannot be attended.
- 4.1.2 Attendance for each meeting shall be documented using the most current attendance sheet.
- 4.1.3 All motions (passing or not), decisions and action items must be recorded in the minutes.
- 4.1.4 The minutes shall be distributed within one week from the date of the ACM.
- 4.1.5 Drafts of committee meeting minutes shall be reviewed by the Troop Committee Chair prior to publishing and distribution.
- 4.1.6 Any corrections to minutes shall be made on the hard copy maintained in the Troop Secretary's binder in red pen and or noted in the electronic copy in a color other than black.
- 4.1.7 Minutes may need to be taken at any special meetings called by the Committee Chair or at meetings such as the Annual Planning meeting.

4.2 TROOP CORRESPONDENCE

- 4.2.1 The Secretary will be responsible for correspondence from the Troop not limited to but including thank you notes for donations, attendance by visitors, appreciation of Scout parents, etc.
- 4.2.2 As agreed between Committee Chair and the Secretary, correspondence may or may not need approval from the Committee Chair prior to being sent out.

4.3 PUBLICITY

- 4.3.1 At the direction of the Troop Committee, the Secretary shall arrange for press releases in local publications for Eagle Courts of Honor, fundraising events, etc.
- 4.3.2 The Secretary shall create and send out invitations to Courts of Honor or special events as directed.

4.4 RECORDS

- 4.4.1 Records of the minutes, correspondence, press releases, etc. will be maintained in a binder.
- 4.4.2 Minutes of all prior meetings will be with the Secretary at all ACMs in the event that a motion, action item or general information from previous minutes needs to be referenced.
- 4.4.3 At the end of the Secretary's term, this binder will be passed on to the next person assuming the Secretary position.
- 4.4.4 The Troop Committee Chair will ensure that minutes are passed on to the youth Webmaster for posting on the Troop website.

4.5 TRAINING

- 4.5.1 The Secretary may be asked to attend any BSA District, Council or National training offered that will benefit the Troop.