

Secretary

Handles the correspondence of the Troop.

Duties:

- Attend and keep minutes of the troop committee meetings and send out committee meeting notices.
- At each meeting, report the minutes of the previous meeting.
- Handle publicity (*unless Publicist position is filled*).
- Prepares and sends any correspondence needed by the committee or committee chair.
- Prepare and share a family newsletter or web page calendar of troop events and activities.

Fundraising Coordinator

(works with the Treasurer)

Research and recommend fund raising projects to meet the troop's financial needs.

Duties:

- Ensures all fundraising activity meets BSA guidelines.
- Obtains troop committee approval for all fundraising projects.
- Obtains any needed supplies for the fundraising project, either through donations or purchasing as necessary.
- Secures location for the fundraising project.
- Report to the troop committee as needed.
- Maintain a liaison with the Scoutmaster and Committee Chair to avoid scheduling conflicts with other troop activities.
- Organizes scouts and parents to assist in fund raising activities.
- Submits Money Earning Application to council office for all fundraising projects.
- Tracks hours worked and funds earned. Submits report to Scoutmaster/Treasurer for crediting Scout Accounts.

Community Service Coordinator

Coordinate and promote community service projects.

Duties:

- Identifies meaningful community service/Good Turn projects to be performed by the troop.
- Recommends projects for approval by the PLC and Scoutmaster.
- Coordinates with the entity to be served regarding time, place, resources and other requirements.
- Coordinate any access to facilities that may be required.
- Coordinate procurement of materials/supplies needed.
- Promote attendance at service projects.
- Coordinates appropriate publicity with the Publicity Coordinator.

Publicist

(works with the Secretary)

Ensure public recognition of Troop activities.

- Coordinate troop publicity within the community.
- Create press releases on troop activities.
- Look for creative opportunities to shed a positive light on our troop and scouting in general.

Uniform Bank Coordinator

Maintains uniform bank of extra uniform parts.

Duties:

- Maintain spare uniform parts as donated by Scouts in the troop and others.
- Ensure that inventory of spare uniform parts is publicized to troop for use by any interested scouts.
- Promote donation of outgrown and unused uniform parts to the uniform bank.