

SECRETARY

Name: _____

Address: _____

Phone: (H) _____

(B) _____

E-mail: _____

**Duties:**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter or Web page of troop events and activities.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.