



Job Description 08: **Secretary/Quartermaster**

Basic Responsibilities. The Secretary is the primary record-keeper and quartermaster for the Pack, and is one of the three critical officers in the Pack Committee. The Secretary is critical for smooth operations of the organization – keeping the organization in compliance with ever-changing policies and standards, maintaining thousands of dollars worth of property, and managing the Pack’s network of internal and external communications. The Secretary also plays a critical role in membership and the annual rechartering process.

1. **Policy.** Stay apprised of all BSA, Council and District level policies, doctrine, materials and forms. Work with Den and Pack Leaders to capture best practices in writing, and maintain Pack policies on the [sharedrive](#). Educate and help Den and Pack Leaders access tools as necessary.
2. **Training.** Educate Den and Pack leaders on how to use the Pack’s [sharedrive](#), [Scoutbook](#), [website](#), and other tools. Maintain and update CONOPs for [Pack Activities and Events](#). Train Den Leaders and Advancement Chair on how to maintain and update [Scoutbook](#).
3. **Membership.** Work with Den Leaders and Membership Chair to maintain an accurate pack distro. Keep families apprised of all Pack events, as well as any schedule changes. Ensure the Pack’s [Sharedrive](#) roster, [My.Scouting](#) roster, [Internet Advancement](#) roster and [Scoutbook](#) roster are all accurate, consistent and up-to-date. Support rechartering in the Fall.
4. **Property.** Maintain an inventory of pack property, including pinewood derby equipment, ceremonial props, Pack resources and tools. Negotiate proper storage and handling conditions with the Chartered Organization or other local facilities.
5. **Supplies.** Centralize ordering and maintain inventory records of all supplies, food, tools, etc.
6. **Correspondence.** Manage all formal correspondence for the Pack, including forms and letters of appreciation, award nominations, requests, reservations, memorandums and agreements.
7. **Committee Meetings.** Reserve meeting space and support as necessary. Record business conducted at committee meetings, with special note of action items and individual(s) responsible. Send out meeting summary and due-outs. Track action items until complete.
8. **Information Systems.** Ensure the [website](#) and [SharePoint](#) are maintained accurately. Ensure Website is updated with current information, including [Schedule](#) of Pack and Den events, as well as BSA requirements and policies. Ensure SharePoint maintains current documents and sharing permissions for all leaders. Work with the Treasurer to ensure payments are made on time.

Requirements. Pack Secretaries should be organized, technically savvy, and effective communicators. He/she should be familiar with Scouting policies and doctrine, and possess the organizational discipline to document the Pack’s operations in our own systems. The successful candidate should be familiar with various internet-based tools and technologies, and comfortable negotiating with vendors and partners. The Secretary must be responsible, respectable, and live the Scout values.

Upon assuming responsibilities, the Committee Chair must complete the following:

1. **Register as Scout Leader.** Complete [adult application](#) through My.Scouting.org
2. **Youth Protection Training.** Complete [YPT](#) on My.Scouting.org
3. **Treasurer Training.** Complete [position-specific training](#) on My.Scouting.org
4. **Know each Den and Pack Leader.** Reach out over email or phone to the COR, Cubmaster, Committee Chair, Membership Chair, and each Den Leader, to understand any financial issues and how you can support each other.