

# **PACK SECRETARY**

(Timeline: Yearly Position)

## **Responsibilities:**

- Attend Pack committee meetings.
- Publish Pack newsletter for monthly Pack meetings.
- Keep informed of all Cub Scouting literature, materials, records, and forms to help leaders function effectively. Help new den leaders by telling them what resources are available.
- Obtain list of Pack Inventory from Quartermaster.
- 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.