

ADULT ROLE • COMMITTEE

Troop Secretary

Keeps committee meeting records and troop communication running smoothly.

RankReviewReady.com

OVERVIEW

The Secretary takes minutes at committee meetings, maintains troop records, and handles routine communication to the broader parent group. It's the lowest-time-commitment committee role and a good entry point for a parent who wants to help without a big weekly lift.

RESPONSIBILITIES

- 1 Take and distribute minutes for every committee meeting
- 2 Maintain committee records and historical documentation
- 3 Send meeting reminders and agendas to committee members
- 4 Handle routine email or newsletter communication to parents
- 5 Keep an updated roster of committee members and contact info

TIME COMMITMENT

1–2 hours/week, mostly tied to meeting nights

IDEAL FOR

A reliable adult with the least time to give but who still wants to help

WORKS WITH

[Committee Chair](#)

[Membership Chair](#)

[Scoutmaster](#)

TIPS FROM LEADERS WHO'VE DONE IT

Send minutes within 48 hours while the meeting is still fresh — waiting a week guarantees details get lost.

Keep a simple running template so minutes take 10 minutes to write, not an hour.

A shared drive folder for records beats scattered emails — future secretaries will thank you.