

Troop Communications

General Information

Description: The Communications person is responsible for the monthly communications to the troop members. This typically consists of the newsletter and any other updates via email.

Comments:

Reports to:	Committee Chair
Term:	Preference 2-3 years

Qualifications

Experience:	Strong written and verbal communication skills. Understands the annual events of Boy Scouts.
--------------------	--

Training

Training:	Minimal transition period of three months.
------------------	--

Responsibilities

- Prepare the Troop Monthly newsletter containing information on upcoming outings, events, training and other information needed by Scouts and/or their parents.
- Distribute the Troop Monthly Newsletter via email on a monthly basis.
- Distribute the Troop Monthly Newsletter via email to the Webmaster to post on website
- Follow-up with Scoutmaster for updates from the Patrols Leaders Council
- Follow-up with Committee Chair for updates from the Troop Committee Meeting
- Distribute updates via email, as needed.
- Should attend Troop Committee meetings.