

**Assist the Chairperson with the following duties:**

- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the chartered organizations representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly roundtables.
- Secure trained individuals for camp leadership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation.

**Assist the Building and Grounds Keeper with the following duties:**

- Arrange for lawn maintenance.
- Arrange for furnace maintenance.
- Report necessary building issues to Committee.
- Obtain and arrange for approved building improvements.
- Recommend building and ground improvements to Committee.
- Oversee any minor repairs or painting.

**Assist the Secretary with the following duties:**

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- At each meeting, report the minutes of the previous meeting.