

Secretary Duties

The duties of the secretary are to record all business conducted by the campout committees and to aid the Campout Chairperson in the filing of the final report.

This consists of:

- A. Taking and recording minutes at all general host meetings.
- B. Receiving and recording all minutes from all committees.
- C. Preparing the statistical report.
- D. Assisting the Campout Chairperson in the preparation of the final reports as required by MSA.