

Every Pack should have a Pack Secretary as one of at least 3 Pack Committee Members.

Qualifications: If residing in this country but not a citizen of the United States, agrees to abide by the Scout Oath and Law, to respect and obey the laws of the United States of America, and to subscribe to the BSA statement of religious principle. Is of good character, is 21 years of age or older, is selected by the chartered organization, and is registered as an adult leader of the BSA.

Responsibilities: The pack committee secretary's responsibilities are to:

- 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.
- Acquaint den leaders with the contents of the Pack Record Book so that they will know how to supply the information that should be recorded there.
- Maintain up-to-date information on membership, leadership, attendance, and advancement in the Pack Record Book.
- 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.
- 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.
- Maintain an inventory of pack property.
- Notify leaders of pack leaders' meetings and other activities.
- Provide den leaders with records and forms for meetings.

