

Communications Chariman Position Description

The duties of this position are as follows:

Communication Chairman

- Coordinate maintenance of the Troop address book/directory, and distribute updates to families and Troop/Church leadership.
- Coordinate Troop publicity, including placing notices in local newspapers.
- Utilize e-mail and other communications media to keep the Troop membership and community informed about Troop activities.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.
- Responsibilities (can be additional positions):
 - **Secretary**
 - Attend all Troop Committee meetings, recording the minutes, with special emphasis on decisions made, and action items identified.
 - Transcribe and distribute copies of the minutes to all registered adult leaders as soon as possible following the committee meeting to ensure committee members follow up on action items.
 - Handle Troop correspondence as needed.
 - Report to the Troop Committee at each meeting. If not in attendance, submit written report.
 - **Public Relations**
 - Provide Troop news and announcements to newspapers, bulletins, websites, etc.
 - Promote service projects, Scout Sunday, etc., and encourage family participation in Troop events.
 - Give guidance to the “Trails & Tracks” newsletter Scout Editor.
 - **“Trails & Tracks” Newsletter:**
 - Prepare a monthly family newsletter of troop events and activities, gathering articles from each member of the Troop Committee responsible for specific programs.
 - Encourage Scouts to contribute articles.
 - Establish a deadline for articles (Troop Committee Meeting).
 - Distribute the newsletter via electronic mail (by the Troop meeting following the deadline) to ensure widest exposure. Arrange for posting on Troop website.
 - Provide guidance to the Troop Historian to provide articles and photos in both the newsletter and Troop History Book, as well as constructing slide shows and videos for Troop Courts of Honor
 - Report to the Troop Committee at each meeting. If not in attendance, submit written report.
 - **Webmaster**
 - Maintain the Troop Website, including periodic backups.
 - Work closely with SPL, ASPLs, and Outings Committee Chairman to keep Troop Calendar up-to-date.
 - Work closely with Membership Committee Chairman to keep New Member sections up-to-date.

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- Solicit and post current newsletters, calendars, appropriate photos, and provide links to scout-related sites.
- Manage Troop 680 blogs and approve postings to insure appropriate content.
- Maintain Troop blast email groups.
- Insure that no information is published that could present any type of security risk to members, including full names and addresses, etc.
- Insure that no offensive or degrading material is published.
- Return correspondence (as appropriate) to anyone who sends inquiries to the webmaster either by way of email or guest entries.
- Report to the Troop Committee at each meeting. If not in attendance, submit written report.