

Cub Scout Pack 2 Organization

<p>Secretary:</p> <p>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.</p> <ul style="list-style-type: none">• Maintain up-to-date information on membership, leadership, attendance.• Maintain an inventory of pack property.• 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.• 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.• Provide den leaders with records and forms for meetings.• Prepare re-registration papers. Secure signatures and registration fees for the coming year (to pay Council, not collect from Scouts).• Help provide new families the required paperwork.• Perform online and in-person Recharter once per year.	<p>Treasurer:</p> <ul style="list-style-type: none">• Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.• Open or maintain a bank account in the pack's name and track expenditures at Scout Shop.• Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.• Collect dues from den leaders or families at the pack meeting and deposit the money in the bank account.• Collect receipts from Den leaders for approved expenses and reimburse with Pack check.• Periodically report on the pack's financial condition at the monthly pack leaders' meeting via email to the C.C.• Provide petty cash needed by leaders. Keep a record of expenditures.
<p>Advancement:</p> <ul style="list-style-type: none">• Have a working knowledge of the Tiger Cub, Cub Scout, and Webelos Scout advancement plans.• Promote the use of Tiger Cub, Cub Scout, and Webelos Scout den advancement charts to record advancement in the den and as an incentive for advancement.• Collect advancement requirements, purchase advancement awards and sort for Den Leaders, monthly prior to Pack Meetings.	<p>Event:</p> <ul style="list-style-type: none">• Help the Cubmaster plan and arrange for outdoor activities.• Arrange for property, fire, and tour permits when required.• Locate new picnic areas.• Plan outings to help pack and dens qualify for the National Summertime Pack Award.• Help inform parents and guardians about opportunities for family camping.• Help promote day camp and resident camp opportunities.• Maintain the volunteer event sign-up list.• When positions are open, contact individuals or the Pack to get assistance.
<p>Assistant Cubmaster:</p> <ul style="list-style-type: none">• Help the Cubmaster as needed. Be ready to fill in for the Cubmaster, if necessary. Participate in pack meetings.• Help with pack activities, such as dinners, derbies, bike safety workshops, service projects, etc.	