**Secretary**

* Keep minutes of the troop committee meetings and send out committee meeting notices
* Handle publicity [delegated to Communications and PR coordinator]
* Prepare and share a family newsletter or webpage of troop events and activities
* Conduct the Troop Resource Survey [delegated to ]
* Plan for family night programs and family activities
* Report the minutes of the previous meeting
* **Troop 89, The Woodlands, TX**