

Communication Coordinators Job Description

Each Area of Responsibility should be assigned to a different individual

Responsibility:

- Troop Newsletter – 2 times per year for Troop families and recruitment efforts
 - Collects articles from Scouts
 - Edits articles where necessary
 - Selects appropriate pictures
 - Designs newsletter layout
 - Arranges for duplication (reimbursed by Treasurer)
 - Distributes newsletter
 - Maintain mailing/distribution lists (print labels as needed)

Responsibility:

- Troop Website – maintained throughout the year
 - Maintain www.troop313.org website
 - Update on a routine basis:
 - Gallery
 - Scoutmaster Minute / Archive
 - Patrol Pages
 - Rank Easel
 - Leadership (Adult & Scout)
 - Calendar (external link – make sure it is current link – sometimes changes)
 - Etc.
 - Expand where needed – proactive to get information from appropriate source
 - History
 - Forms & lists
 - Scoutcraft section
 - Rank section
 - Etc.

Responsibility:

- Troop Calendar – maintained throughout the year
 - Maintain Troop Calendar <http://my.calendars.net/troop313>
 - Work with Patrol Leaders Council, Senior Patrol Leader, and Scoutmaster to enter the dates for the Troop Calendar.
 - Enter initial date information from the approved Troop calendar
 - Meetings
 - Outings
 - Service Projects
 - Fundraising dates
 - Etc.
 - Enter Council information from approved Council calendar
 - Training (adult and scout)
 - Roundtables

- Life to Eagle Seminars
- JLTC camps
- Summer Camp
- High Adventure
- Etc.
- Encourage Outing Advisors and Service Patrol Leader to enter details as soon as possible
- Follow up on corrections and changes as soon as possible