

Secretary



Complete the following:

1. Show a general knowledge of the responsibilities of the Group and District such as Patrol Leaders' Council, leaders' meeting, Group Council and District Council.
2. Choose one of the following activities in the presence of the assessor:
 - Write, with a good legible handwriting, 250 words of prose; or
 - Type 100 words using a word processor ensuring that there are no more than five mistakes before printing out. Know how to clean a typewriter and change tapes or change ink or toner of a printer.
3. Know the procedures of committee meetings and prepare an agenda and minutes of a meeting.
4. Show a general knowledge of the financial affairs of the Group and prepare an income and expenditure statement for the Patrol or Troop. Know how to manage a personal bank account.
5. Write a letter on a subject as assigned by the assessor, draft an invitation letter to an outsider to attend a Group or Patrol event.
6. Know the local and overseas postal rates. Know where to enquire information on sending parcels, registered mail and overseas mail.
7. Write a press release for a Group, or write an article for a Scout magazine reporting a Group or District event.
8. Act as secretary for the Patrol, Patrol Leaders' Council or other organisation for at least three months and perform to the satisfaction of the person in charge.