



Secretary Badge Requirements.

1. Either:

Write with a good legible hand, 250 words prose or:

Type 100 words, with not more than five mistakes and show how to clean the machine and replace the ribbon.

2. Show an understanding of committee procedure including preparing an agenda and taking minutes.

3. Show a general knowledge of the administrative arrangements of a Scout Group

4. Know how a personal bank account operates and how to write a cheque.

5. Write a letter on a subject chosen by the examiner.

6. Draft a wording for an invitation card addressed to members of the public in connection with a Group, Troop or Patrol event.

7. Either:

Prepare a press release on a Group event or:

Write an article for a Scout magazine reporting a Troop, Group or Patrol event.

or:

Prepare a report to show awareness of the need for safety precautions.

8. Carry out the duties of secretary of your Patrol, the Patrol Leaders' Council or some other committee not necessarily concerned with Scouting, for a period of three months.

9. Give a short talk to the Troop demonstrating your knowledge of one or two of the above.