



## Troop 202 Adult Position – Activities Recorder

Position: Activities Recorder

Incumbent: Mr. Considine, Mrs. Gormley

- Key Tasks:
- Document attendance at meetings, outings, and events in the troop's recordkeeping system.
  - Maintain documentation as appropriate by event and individual for meetings, training, outings, and service projects.
  - Receive and record information about attendance and service hours submitted by others – Scribe, Service Coordinator, Eagle Scout candidate, etc.