

## Adult Scouting Positions

Scoutmaster: Most visible position in the Troop. Most influence on the boys in the Troop.

- Must be 21 years or older
- Training & guiding boy leaders
- Use methods of Scouting
- Meet regularly with patrol leader council for training & coordinating activities
- Attend all Troop meetings, campouts and trips or arrange for substitute
- Conduct parent meetings to encourage parent participation
- Conduct Scoutmaster conferences for all rank advancements
- Participate in council & district events
- Delegate responsibilities to Assistant Scoutmasters
- Conduct all activities under qualified leadership, safe conditions and policies of the chartered organization and Boy Scouts of America, and
- Attend Troop committee meetings

Assistant Scoutmasters: Scoutmaster recruits Assistant Scoutmasters to help operate the Troop. Each Assistant Scoutmaster is assigned specific duties and reports to the Scoutmaster. Have as many as need, only one must be 21 years or older.

- Fill-in for Scoutmaster in his absence
- Perform duties assigned by the Scoutmaster
- Encourage participation by boys and their families in troop activities
- Conduct Scoutmaster conferences for ranks agreed by the Scoutmaster
- Conduct all activities under qualified leadership, safe conditions and policies of the chartered organization and Boy Scouts of America, and
- Attend Troop committee meetings

Troop Committee: Consists of a minimum of 3 members 21 years of age or older. Works on behalf of Chartered Organization to support the Troop. Each member should have specific responsibilities, thus dividing the whole job among committee membership.

- Support leaders in carrying out program
- Responsible for finances, adequate funds and disbursements of the Troop
- Obtains, maintains and properly cares for Troop property
- Ensure Troop has an outdoor program (minimum 10 days and nights per year)
- Serves on Boards of review and courts of honor
- Supports the Scoutmaster
- Provides for special needs and assistance some boys may require
- Helps with the Friends of Scouting campaign
- Assists the Scoutmaster with handling boy behavioral problems
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization

Committee Chairperson:

- Organize the Troop Committee to see all functions are delegated, coordinated and completed

- Maintain close relationship with the chartered organization representative and the Scoutmaster
- Interpret National and Local policies to the Troop
- Prepare Troop Committee meeting agendas
- Call, preside over, and promote attendance at monthly Troop Committee meetings
- Ensure Troop representations at monthly Roundtable meetings
- Recruit top-notch individuals for adult leadership, encourage all leaders get trained
- Ensure that new youth members are promptly registered
- Arrange for charter review, recharter annually and plan charter presentation

#### Advancement Chairman:

- Encourage scouts to advance in rank
- Maintain all scout advancement records
- Arrange Troop boards of review and courts of honor
- Develop and maintain a merit badge counselor list
- Make a prompt report on the correct form to the council for all rank advancements. Secure badges and certifications
- Report to the Troop Committee at each meeting, if not in attendance submit written report

#### Chartered Organization Representative:

- Act as liaison between the Chartered Organization and the Troop
- Schedule use of facilities
- Maintain close contact with Chartered Organization to support needs of the Troop Committee
- Encourage service projects to benefit the Chartered Organization as well as other community groups
- Approve all adult leader applications
- Report to Troop Committee at each meeting, if not in attendance submit written report

#### Eagle Scout Coordinator:

- Advise Eagle Scout candidates on general process or applying for Eagle Scout rank
- Advise Eagle Scout candidates on service projects, assist with paperwork preparation
- Conduct Life to Eagle transition orientation to new Life scouts, provide Council workbooks
- Coordinate Eagle Boards of Reviews with District Advancement Committee
- Assist Eagle Scout families with Eagle Court of Honor planning
- Handle letters of recognition, publicity, ceremony and assist with any Troop provided items
- Report to Troop Committee at each meeting, if not in attendance submit written report

#### Equipment Coordinator (Quartermaster):

- Supervise and assist Troop Quartermaster in procuring camping equipment and supplies

- Advise Troop Quartermaster on inventory, maintenance, purchase and storage of Troop equipment
- Make periodic checks on all Troop camping gear and encourage Troop in safe use of all outdoor equipment
- Report to Troop Committee at each meeting, if not in attendance submit written report

#### Camping Coordinator:

- Assist Troop Committee in obtaining registration at outdoor activities and other program venues
- Complete all necessary paperwork and turn into Council office, includes Tour Permits and Insurance Forms
- Coordinate registration for High Adventure and Summer Camps. Information on itinerary, equipment needs, and conduct additional meetings with parents
- Ensure appropriate transportation for each event
- Ensure financing is arranged
- Follow requirements outlined in "Guide to Safe Scouting"
- Report to Troop Committee at each meeting, if not in attendance follow-up with Chairman

#### Fundraiser Coordinator:

- Present fundraising ideas to Troop Committee for approval and to Troop Leadership Council (PLC)
- Contact sources on fundraising ideas
- Promote fundraising projects from council and district
- Distribute products and materials to all scouts
- Maintain records for each project
- Work with Treasurer to collect money and see that invoices to fundraising companies are paid in a timely basis

#### Court of Honor Coordinator:

- Contact parents and other guests for Courts of Honor
- Coordinate refreshments
- Secure facilities or sites and equipment needed for Courts of Honor
- Work with parents of an Eagle candidate to plan/execute an appropriate Eagle Court of Honor
- Handle procurement and presentation of all Appreciation Awards for adults as determined by Troop Committee

#### Membership Chairman/Webelo Transition:

- Coordinate general recruitment efforts
- Maintain contact with Cub Scout Packs, Train Den Chiefs
- Work with Cub Scout Pack Leadership to plan Webelo visits and Crossover planning

- Contact inactive scouts and encourage them to become active again
- Report to Troop Committee at each meeting, if not in attendance submit written report

Training Coordinator:

- Ensure Troop leaders and committee members have training opportunities
- Maintain inventory of adult training
- Responsible for compliance of all adult leadership for BSA Youth Protection training
- Encourage periodic junior leader training within the Troop and Council activities
- Report to Troop Committee at each meeting, if not in attendance submit written report

Treasurer:

- Handle all Troop funds. Pay bills as recommended by Scoutmaster and authorization of Troop Committee
- Maintain checking and savings accounts
- Keep adequate records of income and expenses
- Supervise money-earning projects, including obtaining proper authorizations. Coordinate fundraising activities with Fundraiser Coordinator, as required
- Supervise camp savings plan and individual scout accounts
- Lead in preparation of annual troop budget
- Promote Friends of Scouting campaign
- Report to Troop Committee at each meeting, if not in attendance submit written report

Secretary:

- Attend all Troop Committee meetings, recording minutes with emphasis on decisions made and action items identified
- Transcribe and distribute copies of minutes to registered adult leaders
- Handle Troop correspondence as needed
- Report to Troop Committee at each meeting, if not in attendance submit written report

Webmaster:

- Maintain Troop website with up-to-date information on events and announcements
- Transmit Troop email notifications to all scout families
- Aid Camp Coordinator with Troop rosters
- Archive data as needed