



Leading the way...

Troop 695 Adult Leadership Positions

Duties and Responsibilities

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Troop 695

Wood Badge C-36-08

September, 2008

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Duties and Responsibilities

Prologue

These job descriptions are guidelines, not absolutes. As adults, we are expected to set the example by pitching in where needed, whether it's "my job" or not. This book is not intended to put people in boxes, or to limit people in what they can and can't do within their position.

The duty of every adult leader is to support the troop, while empowering the Scouts with as much responsibility as reasonably possible. It's the Scouts' program to run. Sometimes the Scouts will struggle. Sometimes they will fail. It is the adult leaders' job to provide moral and ethical guidance and facilitate learning, including learning through failure. If as adults we step in to protect our Scouts from failure, discomfort and pain, our Scouts will never learn to succeed on their own, and we will have failed in our essential mission.

Other adult leader expectations:

- Set an example of Scout Spirit by **modeling good behavior and conducting themselves according to the Scout Oath and Law** at all times. We are community leaders. We have a high standard to live up to both within the BSA and in all other aspects of our lives.
- Set the example by **wearing the uniform** correctly and proudly at all Scout functions, including at campouts.
- **Attend substantially all troop meetings** and, as applicable, Troop Committee Meetings and Assistant Scoutmasters' Meetings.
- **Attend as many campouts as reasonably practical.** Come have fun with us!
- Be **youth protection trained** at all times.
- Obtain **position-specific training** (Scoutmaster or Committee Member, whichever applies) within six months. All ASMs take Scoutmaster training.
- Obtain **Wood Badge training** within two years.

Obtain **other relevant training** as opportunities present themselves; e.g. University of Scouting, Round Table, Leave No Trace, Wilderness First Aid, Philmont Training Center.

- Praise Scouts publicly.
- Correct or discipline Scouts privately, subject to youth protection guidelines.
- Train in your successor. This sets a good example for the Scouts. "Just quitting" is not an option – it sets a bad example for the Scouts.

What Scouts **can't** do:

- Sign the troop charter.
- Perform Scoutmaster Conferences.
- Sit on boards of review.
- Issue checks from the troop's checking account.
- Drive to or from campouts.
- Operate power tools.

What Scouts **can** do:

- **EVERYTHING ELSE!** Our job is to help make it possible for the Scouts to do **EVERYTHING ELSE** to run their program.

Scoutmaster

The Scoutmaster is selected by the preceding Scoutmaster, with input from the Troop Committee and the Scouts when practical, and approved by the Charter Organization Representative. The Scoutmaster serves at the satisfaction of the Troop Committee and the Charter Organization Representative. Reports to: Troop Committee Chair.

- The Scoutmaster is first and foremost the “Keeper of the Flame” – he or she is the primary driver of moral development in Scouts by instilling in them the values of the Scout Oath and Law.
- Obtain leader-specific training before start of assignment.
- Obtain Wood Badge training within two years of assignment.
- Train and guide junior leaders to run the troop.
- Work with and through responsible adults to provide high quality Scouting experience to boys
- Meet regularly with Patrol Leadership Council (PLC) for training and planning of troop activities
- Attend all troop meetings or have a qualified adult substitute
- Assist the Troop Committee Chair in planning the Troop Committee meeting agenda
- Conduct or delegate Scoutmaster conferences for all rank advancements and youth personal development as needed
- Encourage Scouts to attain First Class rank in their first year and at least one rank advancement per year after that
- Make it possible for each Scout to experience at least 10 days and nights of camping each year
- Make it possible for the troop to participate in Northern Star Council and Mustang District activities
- Take part in Webelos’ cross-over ceremonies in local Packs
- Attend Eagle boards of review and introduce the Troop’s Eagle candidates or arrange for a qualified adult substitute.
- Delegate responsibilities to other adults (assistants and troop committee).
- Coordinate annual elections for Troop junior leaders with the Patrol Leaders Council (PLC).
- Coordinate an annual Junior Leaders Training program with the Patrol Leaders Council (PLC)
- Coordinate an annual planning meeting with the Patrol Leaders Council (PLC) to plan the next years Troop activities. See to it that Senior Patrol Leader presents this plan to Troop Committee for approval.
- Conduct all activities under qualified leadership, safe conditions, and under the policies of the chartered organization and the Boy Scouts of America.
- Maintain a close relationship with the Charter Organization Representative and the Troop Committee Chairperson.

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Committee Chair

The Troop Committee Chair is selected by the preceding Troop Committee Chair, with input from the Committee and Charter Organization Representative (COR). Serves at the satisfaction of the COR and Troop Committee. Reports to: Charter Organization Representative

- Organize the Committee to see that all functions are filled, delegated, coordinated and completed.
- Maintain a close relationship with the Chartered organization Representative and the Scoutmaster.
- Obtain leader-specific training preferably before start of assignment, but in any event within six months after start of assignment.
- Obtain Wood Badge training within two years of assignment.
- See that Troop leaders and Committee members have training and leadership opportunities.
- Interpret national and local Council policies for the troop.
- Work closely with the Scoutmaster in preparing Troop Committee meeting agendas.
- Call, preside and promote attendance at the monthly Troop Committee meeting and any special meetings that may be necessary.
- Ensure troop representation at monthly Roundtables
- Secure top-notch, trained individuals for adult leadership positions in the troop.
- Arrange for Charter review and re-charter annually.
- Organize and lead a monthly Parents meeting, typically held the first Tuesday of each month, to provide an update on the troop activities, finances and any issues that need to be addressed.
- Organize and lead a monthly meeting of the Troop Committee to provide a forum for updates, plans and decisions on behalf of the troop.

Patrol Coaches

Works closely with Scoutmaster to oversee the operation of their assigned patrols. Appointed by the Scoutmaster and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Serve as an advisor for the assigned patrol.
- Serve as a resource for the patrol.
- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Attend patrol meetings regularly.
- Recruit others to assist.
- Involve the resources of the Scout families.
- Support the Patrol Leader in planning activities.
- Aid the Patrol Leader in leading activities.
- Report to Scoutmaster on Patrol needs.
- Attend training courses and Roundtables.

Troop 695 Adult Leadership Positions Duties and Responsibilities

Activities Chair

Works closely with Committee Chair and Scoutmaster to oversee the development of a high quality activities program for the troop. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Supervise and help procure troop equipment, upon authorization of expenditures from Finance chair and/or Troop Committee
- Work with Quartermaster on inventory, storage and proper maintenance of troop equipment.
- Help in securing permission to use camping sites.
- Serve as transportation coordinator for all troop camping outings.
- Promote the National Camping Award.
- Promote through parent meetings and troop meetings, to reach the goal of one troop outing per month.

Many Point Coordinator

Works closely with Committee Chair and Scoutmaster to organization and preparation of the troop and its participation in the annual Many Point Scout Camp. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Make "Many Point sign-up sheet".
- Make 5 copies of "Shooting Sports Permission Form"
- Prepare the "Over-the-Counter Med consent" binder
- Write a Reconnaissance Article for the March edition.
- Call E.P Community Center and schedule dates for swim qualifications
- Attend the Many Point Scout Camp Orientation Meeting.
- Write Reconnaissance Article for the months of April and May
- Set up Many Point table at the first meeting in March. First night of sign-up.
- Put together packets for the patrol coaches. Include Leader's Guide, Merit Badge Choices, High Adventure Choices, and duty rosters
- Complete all swim qualifications by end of March
- Speak at Parent's Meeting Re: dates of camp and swim qual dates
- Set up meeting with Patrol Coaches and hand out packets, explain enclosed material, and inform them of due date for materials to be returned.
- Complete "Boy Deposit Worksheet" and return with check to Northern Star Council by April 15th.

- Put together “Parent Information Packets”. Have them ready for the May Parent Meeting. Copies can be made at the UPS Store on Hwy 4 & 5. Troop 695 has an account with this store. If a divorced family, make sure each parent receives a packet.
- Following year Campsite and Family Camp Reservations Forms and money received by council prior to May 1st.

High Adventure Advisor

Works closely with Activities Chair and Scoutmaster to organization and preparation of the troop and its participation in the annual high adventure trips sponsored by the troop. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- While the advisor does not need to attend in each adventure, provide the oversight and guidance to ensure that that scouts and leaders have a safe and enjoyable experience.
- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Help organize the scouts and parents interested in annual BSA high adventures (i.e., Philmont, Sea Base and Northern Tier) as well as non-BSA sanctioned trips (i.e., Black Hills)
- Ensure that sufficient planning is conducted so that applications, permits and conditioning is completed in advance of the adventure(s)
- Coordinate with Medical Records Advisor to ensure all necessary medical forms are completed for each scout and adult.
- Coordinate with Treasurer on finances for the trip to ensure that the boys' have sufficient funds available in their scout accounts or that proper assessments have been made and paid in advance of the trip.
- Coordinate with the troop Webmaster to post photographs and other information related to the adventure(s) on the troop website.
- Meet with the troop Recruiting Coordinator to ensure that documentation is incorporated into troop recruiting materials and presentations.

Quartermaster

Works closely with Youth Quartermaster, Committee Chair and Scoutmaster on the organization, maintenance and repair of troop equipment and supplies to support troop campouts, meetings and fundraising events. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Assists youth Quartermaster in maintaining proper controls on inventory, storage and maintenance of troop equipment.
- With youth Quartermaster, responsible for all the troop patrol boxes in the troop.
- With youth Quartermaster, maintains storage shed located at sponsor organization, in suitable condition.
- Maintains both troop trailers to ensure safety, licensing and insurance requirements are met. Delegates any appropriate functions to youth Quartermaster.

Camping Advisor

Works closely with Senior Patrol Leader, Committee Chair and Scoutmaster on the organization and operation of a robust camping program for the troop. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Help scouts and leaders have a safe and enjoyable camping experience.
- Provide guidance to troop patrols as they plan monthly campouts
- With all adults, if the rules of the camp are violated, immediately meet with the Senior Patrol Leader and PLC as appropriate to make sure the infraction is stopped.
- In the event of an accident, follow the steps detailed in the BSA Accident Report

Fire Arms Safety Advisor

Works closely with Committee Chair and Scoutmaster on the organization and operation of a robust Fire Arms Safety program for the troop. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Help scouts and leaders have a safe and enjoyable experience.
- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Provide guidance to troop patrols as they plan campouts that will include activities with firearms.
- Provide instruction and demonstrations so that all troop members participating are certified to meet BSA requirements.
- Coordinate the transportation and use of firearms and ammunition at the troop campout, including troop arrangements with a shooting sports organization (ie., Horse and Hunt Club).
- If the rules of the shooting event are violated, immediately stop the activity, remove the violator, and meet with the violator and the troop leader to address the infraction, which may include having the violator's parents or guardians take him home immediately.
- In the event of an accident, follow the steps detailed in the BSA Accident Report.

Order of the Arrow Advisor

Works closely with Committee Chair and Scoutmaster on the administration of the Order of Arrow program for the troop. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Supervise troop elections for the Order of the Arrow.
- Serves as a communication link between the lodge or chapter and the troop.
- Encourages year-round and resident camping in the troop.
- Encourages older Scout participation in high adventure programs.
- Encourages Scouts to actively participate in community service projects.
- Assists with leadership skills training in the troop.
- Encourages Arrowmen to assume leadership positions in the troop.

- Encourages Arrowmen in the troop to be active participants in the lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.
- Lives by the Scout Oath, Scout Law and OA Obligation.



Troop 695 Adult Leadership Positions Duties and Responsibilities

Advancement Chair

Works closely with Committee Chair to ensure scout advancement, as well as scout recruiting and retention in the troop. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Encourage scouts to advance in rank.
- Arrange and conduct monthly troop boards of review.
- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Support quarterly Courts of Honor for the troop.
- Develop and maintain a merit badge counselor list and ensure that all merit badges have counselors assigned.
- Encourage adult leaders to serve as merit badge counselors
- Make a prompt report on the correct form to the Council Service Center when a troop board of review is held.
- Ensure that badges and certificates are available for Courts of Honor.
- Work with the troop librarian to maintain up-to-date file of merit badge booklets.

Merit Badge Coordinator

Works closely with Advancement Chair to ensure scout advancement, as well as scout recruiting and retention in the troop. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Ensure that merit badges and rank advancement badges are available for Courts of Honor, including obtaining the badges from the Council office.
- Coordinate participation in the troop's annual "Merit Badge Madness" event
- Ensure that all badges have the properly signed documentation and dates
- Work with the Advancement Chair to maintain all advancement records

Board of Review Coordinator

Works closely with Advancement Chair to ensure for proper scheduling and completion of Boards of Reviews for scouts wishing to advance to the next rank scout advancement. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- The BOR Coordinator may receive phone calls from scouts the night before a troop meeting, at a troop meeting, or even a week or two before a troop meeting. The scout will have completed a scoutmaster conference prior to having a BOR. The BOR is the last task for achieving the rank.
- The BOR Coordinator does not have to actually be present at the BOR but needs to arrange for at least 3 adults, preferably without conflicts of interest*, to complete the BOR. (For these purposes, a conflict of interest exists if a BOR participant is the Scout's relative, guardian, or Patrol Coach.
- There is a BOR form that needs to be completed and signed by all adults participating in the BOR. The BOR Coordinator needs to ensure the completed BOR form, along with the scoutmaster conference form, is given to the Advancement chair.
- Either the BOR Coordinator, or at least one of the adults participating in the BOR, should make sure to sign off in the scout's book under the rank they are completing. This rank would then be awarded at the upcoming Court of Honor.

Court of Honor Coordinator

Works closely with Advancement Chair to ensure for proper scheduling and completion of Troop Court of Honors to recognize scouts for advancement. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- This person is the party planner/coordinator for the celebration after the quarterly Troop Court of Honor.
- Coordinates the snacks and refreshments.
- At the parent meeting on the first Tuesday in Sept, Dec, March and May, distribute a sign up sheet for parents to bring snacks and beverages for the celebration at the church after the COH. The COH is generally held on the last Tuesday of Sept, second Tuesday of Dec, last Tuesday of March and second Tuesday of June.
- Each Sept, Dec, March and May, send reminder (have SPL activate phone tree, with email follow-up) to the parents of the patrol in charge that they or their Scouts need to set up and serve snacks that month. They or their Scouts need to set up the snacks when people drop them off that night and serve the snacks after the COH.
- Remind the scouts in charge that month they need to clean up the snack room when the troop is done.
- You don't need to set up, serve or clean every time, but it's nice if you can be there to remind the parents and scouts what needs to be done.

Eden Prairie Foundation Liaison

Works to maintain a positive and productive relationship with the Eden Prairie Foundation on behalf of the troop. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- For every Eagle Court of Honor, contact the Eagle Scout and offer them the opportunity to have \$100 donated in their name to the charity of their choice.
- Talk to the scout and complete a form provided by the Eden Prairie Foundation.
- Provide counsel to the scouts regarding suggestions of past charities by other Scouts.
- Contact EP Foundation representative (Gary Stevens) via fax.
- Provide information to EP Foundation regarding the Court of Honor ceremony date, time and location to ensure they have a representative in attendance.
- Assist the parents with their Court of Honor script and program as needed.

Leadership Goals Advisor

Works closely with the Advancement Chair to provide counsel to scouts regarding completion of their leadership requirements for rank advancement. Appointed by the Activities Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Keep records of where each candidate is in relationship to completing the requirements.
- Serve as an advisor, not a leader to the candidate, to provide counsel on their troop leadership responsibilities and experience.
- Coordinate with Advancement Chair to ensure proper documentation of rank advancement in scout records.

Recruiting Coordinator(s)

Works closely with the Committee and Advancement Chairs to ensure there are new scouts coming into the troop on an annual basis. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Provide a systematic recruiting plan for members and see that they are properly registered
- Works closely with Webelos Den Leaders and Cub Masters encouraging Webelos scouts to make the transition into Boy Scouts.
- Maintain contact with local Cub Pack leaders.
- Invite Webelos dens to visit the troop and attend annual troop recruiting event(s). Coordinate schedule of visits with Scoutmaster.
- Greet visitors at troop meetings, introduce them to troop youth and adult leaders, and help them understand how to join the troop. Answer any questions they may have about troop operations.
- Make sure prospective troop members (adult and youth) receive the necessary information and forms needed to register in the troop and to sign-up for Summer Camp.
- Ensure registration paperwork is properly completed and routed to appropriate adult leaders.
- Attend most Troop meetings and be prepared to welcome visitors and provide information about the troop and how to join.
- Coordinate with Cub Master and Scoutmaster to ensure troop attendance and participation in Webelos bridging ceremony.
- Work with the Scoutmaster to make sure new scouts are assigned to a patrol and welcomed by the patrol.
- Maintain contact with parents of new scouts during the first few months after joining to make sure their questions are answered and their concerns are addressed.
- Contact inactive Scouts and encourage them to become active again.
- Report to Troop Committee as needed at committee meetings.

Troop 695 Adult Leadership Positions Duties and Responsibilities

Records Chair

Works closely with Committee Chair to ensure accurate and up-to-date records are maintained for the troop in a way that meets the Northern Star Council and National BSA requirements. Coordinator records with district and council. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.

Medical Form Coordinator

Works closely with the Records Chair to coordinate all medical forms needed to support the scouting program. Appointed by the Records Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee

- Ideally, this person would be a registered leader, even if this person does not otherwise act in the capacity of a registered leader. As this person has access to birth dates, medical information, medical ID number (which may include social security numbers) and other sensitive information, and should have undergone the BSA's criminal background check.
- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Keep medical records needed for each BSA and troop campout and/or high adventure program
- Communicate the medical form requirements well in advance of upcoming event so that scouts and adults have sufficient time to get necessary examinations
- Make sure that up-to-date medical forms are available on the troop website

Troopmaster/Secretary

Maintain database of troop members address, phone, E-mail, training, medical forms, vehicle list, and related documents. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- [Would like to see a requirement that this person be a registered leader, even if this person does not otherwise act in the capacity of a registered leader. This person has access to birth dates, drivers license numbers and other sensitive information, and should have undergone the BSA's criminal background check.]
- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Updates Troop Roster when changes are made or new members are added.
- Maintains records and database of Troop Resource Survey, Authorization To Treat Minor, and Vehicle List submitted by troop members.
- Provide data required to complete Tour Permits to Outdoor/Activity Coordinator as needed.
- Oversee maintenance of Troopmaster database.

- Documents data use guidelines and procedure (to be used for the next Troopmaster/Secretary).
- Coordinate with other adult leaders to provide data as needed to accomplish their duties.

Newsletter Editor

Publish a monthly newsletter that is distributed to the Scouts via the troop website. Appointed by the Records Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Prepare and distribute/upload Troop newsletter on a monthly basis, with a calendar of upcoming events and news about recent events.
- Solicit news articles from troop members and leaders
- Provide information on upcoming District and/or Council activities, as well as results of completed activities.
- Provide copy to Webmaster for publishing on Troop website.

Webmaster

Works closely with the Records Chair and, if applicable, the youth Webmaster, to develop and maintain a robust website for the troop. Appointed by the Records Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- With assistance of the Youth Webmaster, maintains troop website, including organizing and supervising all changes to the troop website.
- Ensures that all changes are made promptly, correctly and tested.
- Updates the website calendar with dates/info for troop meetings, activities, and camp-outs in a timely manner (within two days of notification).
- With guidance from the Scoutmaster and Committee Chair, ensures the policies and quality of the website are maintained.
- Responsible for knowing the data privacy policy and educating others about it
- Documents website guidelines and procedure (to be used for the next elected Webmaster).
- Reports website usage statistics to the Scoutmaster and Web Team Committee.

Troop 695 Adult Leadership Positions Duties and Responsibilities

Finance Chair

Works closely with Committee Chair and Scoutmaster to ensure the financial viability and responsibilities of the troop are maintained. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Thoroughly familiar with the policies and practices of financing
- Ensure that responsible accounting and financial practices are maintained to ensure the continued viability of the troop.
- Accountable for all troop funds and expenses.
- Lead development of an annual budget and present to Troop Committee for approval.
- Report on the financial status of the Troop at each Committee meeting.
- Coordinate the revenue and expense projections with Fundraising chair

Treasurer / Scout Accounts

Works closely with the Finance Chair to develop and maintain troop financial accounts. Appointed by the Finance Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Pay bills on the authorization of Finance Chair and/or Troop committee.
- Maintain Troop checking and savings accounts.
- Receive and monitor Troop bank statements and maintain up-to-date records.
- Issues periodic statements to Scouts regarding their Scout accounts.
- Reports any Scout account deficits to the Finance Chair and/or Troop Committee for follow-up.

Check Writer

Works closely with the Finance Chair and Treasurer to make sure all outstanding troop bills are paid on a timely basis. Appointed by the Finance Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Is a registered leader.
- Pay bills on the authorization of Finance Chair and/or Treasurer.

Friends of Scouting Coordinator

Coordinates the annual Friends of Scouting campaign. Appointed by the Finance Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Sign up for FOS presentation at appropriate Scouting Roundtable.
- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Arrange to pick-up FOS materials from district FOS coordinator and attend any required orientation meeting.
- Ensure that every family in the troop has the opportunity to participate in the FOS campaign.
- Coordinate with district for a FOS presentation at the January Court of Honor.
- Maintain liaison with Scoutmaster and Advancement Coordinator to schedule FOS presentation during March Court of Honor.
- Report to Troop Committee as needed, and at conclusion of campaign.

Fundraising Chair

Coordinates all fundraising activities for the troop. Appointed by the Finance Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Ensures all fund raising activity meets BSA guidelines.
- Obtains Troop Committee approval for all fundraising projects.
- Report to the Troop Committee as needed.
- Maintain a liaison with the Scoutmaster and Committee Chair to avoid scheduling conflicts with other troop activities.
- Delegates below responsibilities to Asst. Fund Raising persons for particular activity if appropriate.
- Organizes scouts and parents to assist in fund raising activities.
- Tracks hours worked and funds earned. Submits report to Treasurer for crediting Scout Accounts.

Flying Cloud Concessions Coordinator

Coordinates Flying Cloud sales fundraising events for the troop. Appointed by the Fundraising Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Secures all necessary permits
- Develops the menu and recommended pricing
- Secures food supplier(s) and coordinates the purchase and delivery of supplies to ensure 100% menu availability at all times
- Organizes scouts and parents to participate
- Coordinates spring and fall clean up of the concession stand
- Ensures that all scouts and parents are properly trained
- Coordinates scheduling to ensure that the venue is always properly staffed
- Maintain a master set of keys to the concession stand
- Monitors performance of equipment in the stand and makes appropriate repair/replace recommendations
- Secure volunteer family to maintain the cash box for each season
- Report to the Troop Committee as needed
- Maintain a liaison with the Fundraising and Committee Chairs to avoid scheduling conflicts with other troop activities.
- Tracks hours worked and funds earned. Submits report to Treasurer for crediting Scout Accounts.

Staring Lake Concessions Coordinator

Coordinates special fundraising events at Staring Lake for the troop. Appointed by the Fundraising Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Coordinates with the event organizer on the dates and times, as well as menu for the event(s)
- Organizes scouts and parents to participate, including scheduling
- Secures all necessary permits, if applicable
- Develops the menu and recommended pricing
- Coordinates with the Flying Cloud Concession Coordinator on using food supplies from the concession stand, and coordinates the delivery of supplies to ensure 100% menu availability at all times
- Ensures that all scouts are properly trained
- Report to the Troop Committee as needed.
- Maintain a liaison with the Fundraising and Committee Chairs to avoid scheduling conflicts with other troop activities.
- Tracks funds earned. Submits report to Treasurer for crediting Scout Accounts.

Christmas Tree Lot Coordinator

Coordinates the troop's Christmas Tree Lot fundraising event for the troop. Appointed by the Fundraising Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Coordinates with the vendor organization on the pricing, promotion, ordering and logistics for the trees
- Organizes scouts and parents to assist in the annual fundraising event
- Secures all necessary permits, if applicable
- Ensures that all scouts are properly trained Coordinates delivery of popcorn
- Report to the Troop Committee as needed.
- Maintain a liaison with the Fundraising and Committee Chairs to avoid scheduling conflicts with other troop activities.
- Tracks funds earned. Submits report to Treasurer for crediting Scout Accounts.

Wreath Sales Coordinator

Coordinates wreath sales fundraising event for the troop. Appointed by the Fundraising Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Coordinates with the vendor organization on the promotion, ordering and logistics for the event
- Organizes scouts and parents to assist in the annual fundraising event
- Secures all necessary permits, if applicable.
- Ensures that all scouts are properly trained Coordinates delivery of popcorn
- Report to the Troop Committee as needed.
- Maintain a liaison with the Fundraising and Committee Chairs to avoid scheduling conflicts with other troop activities.
- Tracks funds earned. Submits report to Treasurer for crediting Scout Accounts.

Popcorn Sales Coordinator

Coordinates popcorn fundraising event for the troop. Appointed by the Fundraising Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Coordinates with the vendor organization on the promotion, ordering and logistics for the event
- Organizes scouts and parents to assist in the annual fundraising event
- Secures all necessary permits, if applicable
- Ensures that all scouts are properly trained Coordinates delivery of popcorn
- Report to the Troop Committee as needed.

- Maintain a liaison with the Fundraising and Committee Chairs to avoid scheduling conflicts with other troop activities.
- Tracks sales and funds earned. Submits report to Treasurer for crediting Scout Accounts.



Aluminum Can Recycling Coordinator

Coordinates the troop's Aluminum Can Recycling efforts for the troop. Appointed by the Fundraising Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

- Obtain leader-specific training within six months of assignment.
- Obtain Wood Badge training within two years of assignment.
- Coordinates with the sponsor organization on any promotion, ordering and logistics for the initiative
- Promotes the opportunity to scouts and parents
- Ensures that all scouts and their families are aware of drop off locations and any requirements
- Coordinates delivery of cans to the drop off location(s)
- Report to the Troop Committee as needed.
- Tracks funds earned. Submits report to Treasurer for crediting Scout Accounts.



New Positions

- COH program editor / printer
- New Scout packet / Troop Guidebook editor / printer
- Troop phonebook editor – include tie-in to troop privacy policy because of information that identifies children, and possible opt-out by some families.

