

Adult Leadership and Committee Responsibilities

Scoutmaster

- Trains and guides boy leaders.
- Works with other responsible adults to bring Scouting to boys.
- Uses the methods of Scouting to achieve the aims of Scouting.
- Can be male or female, but must be at least 21 years of age.
- Is appointed by the head of the chartered organization.

Assistant Scoutmaster

- Assist the Scoutmaster as directed
- Works with other responsible adults to bring Scouting to boys.
- Uses the methods of Scouting to achieve the aims of Scouting.
- Can be male or female, but must be at least 18 years of age.
- Is appointed by the Scoutmaster and approved by the Troop Committee Chair.
- Abide by the Scout Oath or Promise and the Scout Law.

Committee Chairman

- Organize the committee to see that all functions are delegated, coordinated and completed.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.
- See that unit leaders and committee members have training opportunities.
- Interpret national and local policies to the unit.
- Work closely with the Scoutmaster in preparing Troop Committee meeting agendas.
- Call, preside over, and promote attendance at monthly unit committee meetings and any special meetings that may be called.
- Ensure unit representation at monthly roundtables.
- Secure top-notch, trained individuals for camp membership.
- Arrange for charter review and recharter annually.
- Plan the charter presentation program

Chartered Organization Representative

- Is a member of the chartered organization
- Serves as head of "Scouting Department" in the organization
- Maintains a close liaison with the troop committee chairman
- Helps recruit other adult leaders
- Serves as a liaison between the troop and the chartered organization
- Assists with Unit rechartering [each December the Troop must go through a re-chartering process]
- Encourages service to the organization
- Is an active and involved member of the district committee

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Advancement Chair

- Encourage Scouts to advance in rank.
- Works with troop Scribe or Team Secretary to maintain all Scout advancement records.
- Arranges troop boards of review and quarterly courts of honor.
- Develop and maintain a merit badge counselor list.
- Make a prompt report on the correct form to the council service center when a troop/team board of review is held.
- Secure badges and certificates.
- Work with the troop/team librarian to build and maintain a troop/team library of merit badge pamphlets and other advancement literature.
- Maintain Scout and Adult Leader rosters.
- Take all required step to ensure troop charter is properly renewed each year.
- Report to the troop/team committee each month.

Webmaster (this is actually a Youth Position of Responsibility)

- Full responsibility for the troop website. He should work with an adult leader to keep information on the web site about the troop such as pictures of past activities and dates and information of upcoming events and activities.
- Maintain the troop website.
- Add content to the troop website.
- Work with other leaders to make sure the online calendar is accurate.
- Communicate with the troop with other social media applications (Facebook / Twitter).
- Appointed by the Scoutmaster
- 1st Class or higher
- Attendance: Expected to attend 75% of all troop meetings, Patrol Leaders' Council meetings, outings, and service projects.
- Uniform: Set the example by wearing your uniform correctly. This means that you will wear all of the parts of the troop uniform, shirttail tucked in, with all required badges in their correct locations.
- Behavior: Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit in everything you say and do.
- Attendance: Set the example by being an active Scout. Be on-time for meetings and activities.

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Treasurer

- Handle all troop/team/crew funds. Pay bills on recommendation of the Scoutmaster/Team Coach/Crew Advisor and authorization of the unit committee.
- Maintain the unit's checking and savings accounts.
- Train and supervise the troop Scribe, Team Secretary or Crew Treasurer in record keeping.
- Keep adequate records in the Troop/Team Record Book.
- Supervise money-earning projects, including obtaining proper authorizations.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop/team/crew budget.
- Lead the Friends of Scouting campaign.
- Report to the unit committee at each meeting.
- Ensure annually dues are collected for all chartered scouts and adult leaders.

Secretary

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop/team/crew events and activities.
- Conduct the troop/team/crew resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.

Equipment Coordinator

- Help secure permission to use camping sites.
- Serve as transportation coordinator.
- Secure tour permits for all troop/team activities.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Promote, through family meetings, attendance at troop/team campouts, camporees, and summer camp to reach the goal of an outing per month.
- Helps the troop/team procure camping equipment.
- Works with the troop/team Quartermaster on proper inventory, storage and maintenance of all equipment.
- Makes periodic safety checks on all troop/team camping gear and encourages safe use of all equipment.
- Gives troop/team a copy of gear report to the Unit Secretary to record in the troop/team record book.
- Report to the troop/team committee each month

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Outdoor/Activities Chair

- Supervise, promote and coordinate attendance at unit, district and council camps and events.
- Supervise youth leadership to arrange leadership/chaperons, transportation, tour permits, facility/camp reservations and first-aid for all outings. Approves all arrangements and documents.
- Supervise and help the troop/team/crew procure camping equipment.
- Work with the Quartermaster/Crew Quartermaster on inventory and proper storage and maintenance of all troop/team/crew equipment.
- Make periodic safety checks on all troop/team/crew camping gear, and encourage troops/team/crew in the safe use of all outdoor equipment.
- Participate in Scouting for Food.
- Takes advantage of all district and council events and activities.
- Report to the unit committee monthly.
- Has all adult leaders review the Guide to Safe Scouting.

Membership Chair

- Work with Cub Scout packs to make a smooth transition of Webelos Scouts from pack to troop.
- Work with Boy Scout troop to make a smooth transition to Varsity Scouts from troop to team.
- Encourages older Scouts in the troop/team to also join a Venturing crew.
- Help with the crossover ceremony of new Scouts.
- Promote and encourage Scouts to recruit new members.
- Plan and coordinate the troop/team open house.
- Assist in the orientation of new Scouting parents.

Fundraising Chair

- Make recommendations on fundraising activities.
- Work with the leaders to provide Fundraising training for youth and families.
- Help the unit committee and leaders with Popcorn and other Fundraising events.
- Provide sufficient Fundraising opportunities so that boys can pay for their Basic Expenses and have money in their Individual Accounts.
- Work with the Treasurer in conducting council-approved unit money-earning projects.
- All Fundraising activities and the profit allocation to the unit will be in compliance with BSA Policy.

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Scout/Parent Troop Coordinator

- Assign every parent to help with a specific task, assignment, or project annually.
- Orient parents on how the unit works and the benefits to their family. and
- Keep parents updated on the unit's program and their child's involvement.
- The goals of these responsibilities are to:
 - Develop and implement methods which encourage and empower Scouting participants to help maximize the number of dedicated Scouting youth and parents and mentors as dedicated Scouting volunteers who participate with their Scouts.
 - Leads their family in obtaining the values, benefits, experiences and rewards from their family's Scouting participation, and in sharing these with others.
 - Enjoys participating with his or her Scout and inspires their child to persevere in Scouting with their tenure, activity participation and achievement.
 - Helps enhance youth and parent-mentor recruitment, retention, enthusiasm, commitment and participation in the passionate GREAT Family FUN of Scouting.

Training Chair

- Ensure troop/team/crew leaders and committee members have opportunities for training.
- Encourages new leaders to attend ongoing training such as roundtable, outdoor training, youth protection, and Wood Badge.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders and adult family members.
- Be responsible for BSA Youth Protection training within the unit.
- Encourage periodic junior leader training within the troop/team at the council and national levels.
- Encourage nature of leadership training (VLSC, Kodiak and Kodiak X) within the crew at the district and council levels.
- Report to the unit committee at each meeting.
- Submit updated trained leader reports to the district and council.