



## **TROOP 425 BOY SCOUTS OF AMERICA POSITION DESCRIPTIONS**

### **TROOP COMMITTEE POSITION DESCRIPTIONS.**

**CHARTER ORGANIZATION REPRESENTATIVE:** Appointed by the Charter Organization, Heritage United Methodist Church, for an indefinite term. Liaison between the Charter Organization and the Troop Committee. Approves, on behalf the Charter Organization, applications of all adult leaders, the selection of Scoutmaster and election of the Troop Committee Chairman. Member of the Executive Committee. Details are contained in the COR Guide.

**PERMANENT ELECTED POSITIONS:** The following permanent committee positions are elected or appointed annually by the Troop Committee subject to approval of the Charter Organization, unless otherwise indicated.

**TROOP COMMITTEE CHAIRMAN:** Selected annually by the Charter Organization Representative (COR) from the registered adult leadership. Presides over all troop committee meetings. Publishes the Troop Committee agenda prior to each Troop Committee meeting. Coordinates with the District Committee and Scout Executives regarding rechartering, unit administration and district and national requirements. Presides over the Executive Committee.

**SCOUTMASTER:** Selected annually by the COR and Troop Committee Chairman. Primary responsibility to meet with and advise the Senior Patrol Leader and Patrol Leader Council regarding the annual plan, troop meeting planning, and troop meeting execution. Responsible for presenting troop plans to the Troop Committee for approval and funding. Responsible to report to the Troop Committee regarding needs of the troop. Coordinates the adult patrol advisors/Assistant Scoutmasters. Member of the Executive Committee.

**TREASURER:** Receive, disburse and account for all troop funds. Maintain the troop checkbook. Report the status of the treasury at each Troop Committee meeting and as requested by the Troop Committee Chairman. Supervise the maintenance of all troop financial records by the Scribe. Member of the Executive Committee.

**RECORDER/LIBRARIAN/HISTORIAN** (Secretary): Supervises rechartering and enrollment of new Scouts and adults throughout the year. Distributes copy of roster of members to all committee members. Records Troop Committee meetings and maintains the minutes. Distributes the minutes of each Troop Committee meeting to all members. Offers the minutes of the last prior Committee meeting at the next regular meeting, correcting minutes as necessary. Supervises the Troop Librarian in the maintenance of the troop library. Acquires required publications for the Troop Library in coordination with the Treasurer. Supervises the Troop Historian to ensure a timely and accurate history of the troop is prepared and maintained. Member of the Executive Committee.

**ADVANCEMENT CHAIRMAN/RECORDS ADMINISTRATOR:** Prepares and maintains advancement records for each scout. Reports to the Scoutmaster and adult patrol advisors regarding the advancement and merit badge needs of each scout. Coordinates with the Senior and Junior Program Coordinators, Scoutmaster and adult advisors to ensure that the annual program plan and monthly camping and troop meeting plans will provide opportunities for all scouts to advance. Schedules and coordinates Boards of Review. Purchases all awards, rank insignia, and other troop provided patches from the Council Service Center. Plans and coordinates all Courts of Honor. Member of the Executive Committee.

**SENIOR PROGRAM COORDINATOR:** Provides input to the Scoutmaster and Senior Patrol Leader in the annual planning process to ensure that the annual plan provides a meaningful program for senior scouts in the ranks of Star through Eagle. Meets as appropriate with the senior scouts to obtain their comments on the program. Reviews the annual plan, troop meeting plans, and camping plans and provides comments to the Troop Committee prior to approval of those plans. Reviews individual scout records with the Advancement Chairman to determine what program is required for advancement and a meaningful program. Assists the Scoutmaster as requested, by obtaining films, consultants, instructors and other materials for troop meetings. Assists the Scoutmaster in planning and conducting Unit Good Turn projects and Scout Anniversary month demonstrations within the Charter Organization and community.

**JUNIOR PROGRAM COORDINATOR:** Provides input to the Scoutmaster and Senior Patrol Leader in the annual planning process to ensure that the annual plan provides a meaningful program for junior scouts in the ranks of Scout through First Class. Meets as appropriate with the junior scouts to obtain their comments on the program. Reviews the annual plan, troop meeting plans, and camping plans and provides comments to the Troop Committee prior to approval of those plans. Reviews individual scout records with the Advancement Chairman to determine what program is required for advancement and a meaningful program. Assists the Scoutmaster as requested, by obtaining films, consultants, instructors and other materials for troop meetings. Assists the Scoutmaster in planning and conducting Unit Good Turn projects and Scout Anniversary month demonstrations within the Charter Organization and community.

**RECRUITING COORDINATOR:** Prepares the annual recruiting plan for the troop. Coordinates with local packs for Troop 425 recruiting efforts. Distributes informational materials to local middle and high schools. Prepares or supervises the preparation of all publicity materials for

release to local newspapers, the church newsletter and radio and TV stations. The following troop activities will be publicized as a minimum: summer camp, annual high adventure trip, float trip, all Courts of Honor and all Eagle Courts. Press releases and announcements may be appropriate for other troop activities. Contacts the parents of each new scout and encourages their participation as registered adult leaders and in the Mothers Club. Coordinates and plans with the Scoutmaster and Senior Patrol Leader Troop 425 participation in the District camporee or alternative recruiting activity.

**QUARTERMASTER:** Responsible for the care, maintenance and acquisition of all troop equipment including the troop trailer. Will provide annual training to scouts and adults regarding the care and maintenance of troop equipment. Maintains a selection of catalogues of various providers of equipment and supplies. Collects bids or estimates of costs for equipment to be acquired and presents to Troop Committee with recommendations for approval. Orders equipment as approved by the Committee. Ensures that equipment is properly issued and turned-in maintaining a records of same.

**COMMUNITY SERVICE COORDINATOR:** Identifies meaningful community service/Good Turn projects to be performed by the troop. Recommends projects for approval by the Troop Committee. Coordinates with the entity to be served regarding time, place, resources and other requirements. Coordinates with the Scoutmaster, Senior and Junior Program Coordinators and Senior Patrol Leader to conduct the activity and to obtain scout participation. Records participation and reports to Advancement Chairman for award of service hours. Coordinates appropriate publicity with the Recruiting Coordinator.

**SCHOLARSHIP/FUND RAISING COORDINATOR:** Responsible to identify, develop and supervise fund raising opportunities and to present such opportunities to the Troop Committee. Initially, it is anticipated that such funds may be used as scholarships to cover the cost of membership, camping, summer camp, the high adventure trip for those scouts who do not have the financial means to fully participate. Responsible to implement a plan for identification and award to deserving recipients.

**MOTHERS' CLUB PRESIDENT:** Responsible for coordinating the support of mothers and dads who are not registered adult leaders. Responsible with the Advancement Chairman for planning, organizing and preparing Courts of Honor including Eagle Courts. Responsible for developing and implementing ideas which will generally support the troop. Will provide a regular report to the Troop Committee on activities.

**AD HOC POSTIONS:** The following positions will be appointed by the Troop Committee Chairman subject to approval by the Troop Committee.

**MONTHLY CAMPING COORDINATOR:** Assists the Scoutmaster in developing and planning the troop monthly camping program. Locates and secures permission to use campsites. Ensures the appropriate tour permits are obtained. Supervises the planning of camping activities by the coordinating patrol. Ensures that after action reviews/lessons learned are prepared and maintained for each monthly campout. Ensures that the coordinating patrol prepares and distributes appropriate announcement/solicitations for campout not later than one month in advance. Ensures that coordinating

patrol prepares article for publication in troop newsletter and church newsletter and any other appropriate publication. Prepares and submits National Camping Award application and Twelve Month Camper Award application. Ensures that District records of Troop 425 camping activities are accurate and current and that Troop 425 activities are publicized.

**SUMMER CAMP COORDINATOR/SUMMER CAMP SCOUTMASTER:**

Responsible for registering Troop 425 for summer camp at an approved camp, collecting all fees, supervising collection of medical forms and all other aspects of attending camp. Responsible for assembling a committee of not less than three adults to assist in camp preparations. Meets with the Senior Patrol Leader to establish camping procedures, duty rosters, color guard, required equipment etc. Meets with the Advancement Chairman to determine the needs of the scouts who will be attending to ensure that they are registered for proper classes in support of their advancement. Will attend all precamp coordination meetings. Will advertise the camping opportunity to all members of the troop to ensure maximum attendance. Will prepare and submit an after action review or lessons learned report to the Troop Committee at the first opportunity after summer camp.

**HIGH ADVENTURE COORDINATORS:** Overall coordinators for the High Adventure trips. Responsible for securing necessary reservations, planning the route, obtaining the National Tour permit, organizing transportation, oversight of any preparatory activity such as check-hikes or canoe checks. Coordinates with the any base camp coordinator. One high adventure coordinator will be selected for each high adventure activity.

**HIGH ADVENTURE BASE CAMP COORDINATORS:** If the annual High Adventure trip requires a separate base camp operation, a base camp coordinator will be appointed. Plans and prepares daily agenda for base camp operations and menus. Coordinates necessary resources including but not limited to educational materials, transportation, food, hygiene supplies and equipment. Coordinates with the appropriate high adventure coordinator.

**FLOAT TRIP COORDINATOR:** Responsible for securing necessary reservations, planning the route, obtaining the appropriate tour permit, organizing transportation, oversight of any preparatory activity such as canoe checks. Coordinates with the Scoutmaster and Senior Patrol Leader regarding supplies, equipment and activities.

## **TROOP LEADERSHIP**

**SCOUTMASTER:** The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop. The Scoutmaster can be male or female, but must be at least 21 years old. The Scoutmaster is appointed by the head of the chartered organization. The Scoutmaster's duties include:

### **General:**

- Train and guide boy leaders.
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.

### **Meetings:**

- Meet regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Take part in annual membership inventory and uniform inspection, charter review meeting, and charter presentation.

### **Guidance:**

- Conduct Scoutmaster conferences for all rank advancements.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
- Supervise troop elections for the Order of the Arrow.

### **Activities:**

- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Participate in council and district events.
- Build a strong program by using proven methods presented in scouting literature.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.

**ASSISTANT SCOUTMASTERS/PATROL ADVISORS:** To fulfill his obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific program duties and reports to

the Scoutmaster. They also provide the required two-deep leadership standards set by the Boy Scouts of America (there must be at least two adults present at any Boy Scout activity). An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older, so he or she can serve in the Scoutmaster's absence. Each Assistant Scoutmaster will be assigned responsibility to be advisor to the Patrol Leader of one or more patrols. The Assistant Scoutmaster will not run the patrol but will counsel and advise the Patrol Leader. The Assistant Scoutmaster should meet with the patrol and provide guidance in planning activities for which the patrol is responsible; be familiar with the advancement status of each scout in the patrol in order to encourage the scout and report to the Scoutmaster on advancement and merit badge needs of the patrol; supervise the conduct of members of the patrol at all activities counseling the Patrol Leader on how to best resolve conflicts and discipline problems; and report to the Scoutmaster any conduct problems or other problems experienced within the patrol .

**THE PATROL LEADERS' COUNCIL:** The patrol leaders' council, not the adult leaders, is responsible for planning and conducting the troop's activities. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders, troop guide, Venture crew chief, Varsity team captain. The troop's activities are selected and planned at the annual program planning conference. The troop's yearly plan is then submitted to the troop committee for approval. The troop committee either approves the plan or makes alternative suggestions for the patrol leaders' council to consider. At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leaders' council through the Scoutmaster.