

POSITION DESCRIPTION

TITLE: Troop Committee Chairman

POSITION REPORTS TO: Chartered Organization Representative

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Guide the operation of the troop.
- Organize the committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with chartered organization representative and scoutmaster.
- Prepare troop committee meeting agendas. Call, preside over, and promote attendance at monthly committee meetings and any special meetings that may be called.
- Ensure troop representation at monthly District Roundtables.
- Arrange for charter review and recharter annually (generally due by December).
- Recruit help as needed.

POSITION QUALIFICATIONS:

- Has ability to recruit top-level people to serve on troop committees.
- Has ability to motivate adults.
- Has an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Advancement Chair

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Keep records of advancement status for all boys in troop.
- Report advancement needs to Scoutmaster regularly with intent to adjust troop program plan.
- Counsel each boy on his advancement needs.
- Organize Boards of Review as needed.
- Work with people planning Courts of Honor so that awards are available when needed.
- Report to the troop committee monthly.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be able to handle funds in approved method.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Communication Chair / Webmaster

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all scouts, scouting families, and scouts leaders.
- Develop and maintain an outstanding scout program.
- Support local and national scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Work with committee chair to ensure that internal and external communication is provided.
- Seek out information that is needed for troop website.
- Maintain troop website in accordance with guidance from Council webmaster.
- Seek input from troop on improvements to website.
- Report monthly to troop committee.
- Recruit help as needed.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be familiar with web technology and with BSA/council/district web requirements.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Activities Chair

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Set goals for outdoor activities, including high adventure.
- Develop plans for these events and communicate to troop and to committee.
- Ensure that plans are communicated to Webmaster for inclusion on web site.
- Obtain tour permits as needed.
- Ensure that sufficient adult help is obtained for these events.
- Report to the troop committee monthly.
- Recruit help as needed.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be able to handle funds in approved method.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Fund Raising Chair

POSITION REPORTS TO: Troop Treasurer

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Develop plans for troop fund raising activities. Obtain approval from Council.
- Communicate plans to troop and committee.
- Supervise money-earning projects, to include obtaining proper authorization.
- Maintain records of individual scout involvement for the personal accounts.
- Report to the troop committee monthly.
- Recruit help as needed.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be able to handle funds in approved method.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Membership Chair

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Set goals for membership growth; work these with troop committee.
- Develop plans for joint events with Cub Scouts in conjunction with committee and troop.
- Communicate with appropriate Cub packs to invite cubs to these events.
- Be liaison to all appropriate Cub packs.
- Recruit help as needed.
- Report to the troop committee monthly.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be able to handle funds in approved method.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Secretary

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Keep records of all troop committee meetings. Distribute by next meeting.
- Maintain record of all troop business and pass on to successor.
- Handle troop correspondence as needed.
- Report to the troop committee monthly.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be able to handle funds in approved method.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Service Project Chair

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Develop schedule and plans for periodic service projects.
- As appropriate coordinate plans with chartering organization.
- Report to the troop committee monthly.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be able to handle funds in approved method.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Troop Treasurer

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all Scouts, Scouting families, and leaders.
- Develop and maintain an outstanding Scout program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Complete training for your position.
- Maintain complete financial records for troop. Submit books annually for audit.
- Handle all troop funds, paying bills as needed, with approval of committee chair.
- Lead in preparing the annual troop budget.
- Supervise money-earning projects, to include obtaining proper authorization.
- Maintain records of individual scout finance accounts.
- Coordinate the troop's side of the Friends of Scouting campaign or delegate this.
- Report to the troop committee monthly.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Be able to handle funds in approved method.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Scoutmaster

POSITION REPORTS TO: Troop Committee Chair

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all scouts, Scouting families, and adult leaders.
- Develop and maintain an outstanding Scouts BSA program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Guide the operation of the troop.
- Identify and recruit quality volunteers to serve as troop leaders.
- Encourage all scouts to advance yearly.
- Develop year-round camping program, to include other outings.
- Develop a strategic plan for the troop that will ensure membership growth, financial support, and quality program.
- In cooperation with the committee chair, ensure the completion of troop goals.
- Represent the troop to the troop committee.
- Ensure someone will represent troop at monthly district Roundtable and will bring back training.
- Assist Committee Chair with annual rechartering.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Have an interest in serving the youth of the community.

POSITION DESCRIPTION

TITLE: Assistant Scoutmaster

POSITION REPORTS TO: Scoutmaster

TERM OF SERVICE: 1 Year

VISION

- Develop the best troop in the district.
- Encourage all scouts, Scouting families, and adult leaders.
- Develop and maintain an outstanding Scouts BSA program.
- Support local and national Scouting policy, procedures, and practices.

PRINCIPLE RESPONSIBILITIES:

- Be ready to step in as Scoutmaster at any time.
- Complete all training needed to be Scoutmaster.
- Do other duties as assigned by Scoutmaster.

POSITION QUALIFICATIONS:

- Have ability to motivate adults.
- Have an interest in serving the youth of the community.