

TROOP 1

Adult (18 yrs or greater) Positions:

Troop Committee and Parent Support

It is important to note that these job descriptions constitute a target. All of these positions and responsibilities will not always be filled, and multiple jobs are usually necessary for some people. Although not ideal, if there are not enough volunteers available, some of these functions may be combined or not served.

COMMITTEE

- ✦ Provide adequate meeting facilities
- ✦ Advise Scoutmaster on policies relating to Boy Scouting and the chartered organization (see BSA Liaison)
- ✦ Carry out the policies and regulations of the Boy Scouts of America Support leaders in carrying out the program
- ✦ Plan and execute financial responsibilities
- ✦ Obtain, maintain and care for troop property
- ✦ Assure that quality adult leadership is recruited and trained

CORE OFFICERS

Committee Chair

- ✦ Lead Committee in fulfillment of its responsibilities for the Troop (above)
- ✦ Schedule, prepare for and lead monthly meetings (coordinate with Scoutmaster)
- ✦ Provide leadership to and facilitate good communication between all Committee and Parent Support positions
- ✦ Work with Membership Director and Parent Support Organizer to see that all Committee and Parent Support positions are filled, and that appropriate training and support has been provided for adult volunteers
- ✦ Maintain positive relationship with Chartered Organization
- ✦ Maintain positive relationship with and provide support for Scoutmaster and Uniformed Leaders (in order that they can deliver a quality Boy Scout program)
- ✦ Work with Committee and Uniformed Leaders to assure that BSA health and safety guidelines are being followed

Secretary

- ✦ Keep and prepare minutes of monthly meetings
- ✦ Send out reminders for monthly meetings
- ✦ Handle publicity
- ✦ Handle Committee written communications
- ✦ Act as Committee Chairperson when s/he is not available
- ✦ Maintain Committee records, policies, insurance documents, etc.

Treasurer

- ✦ Handle all troop funds, financial records & obligations
- ✦ Maintain Operations Account, capital Transportation Account and Individual Scout Accounts

- ✦ Maintain Troop Financial Policies and Procedures (at Committee direction)
- ✦ Present financial reports as required at Committee meetings
- ✦ Keep Scout families aware of Individual Scout Account status

ADVANCEMENT

Coordinator

- ✦ Work with Membership Director and Parent Support Organizer to see that all Advancement positions are filled, and that appropriate training and support has been provided for adult volunteers
- ✦ Oversee and coordinate Scout advancement support areas, including Board of Review, Court of Honor, Records & Badges and Eagle Projects
- ✦ Work with Scoutmaster, Uniformed Leaders, Troop Committee and Court of Honor Organizer to schedule and prepare for periodic Courts of Honor
- ✦ Work with Scoutmaster and Uniformed Leaders to support and encourage an appropriate pace of Scout advancement for each boy
- ✦ Assure that a monthly Board of Review is held
- ✦ Assure that the Troop Librarian maintains and keeps readily available a proper selection of merit badge pamphlets
- ✦ Make available an up-to-date Merit Badge Counselor list
- ✦ Maintain up-to-date Scout advancement records for Troop, and make this information available Uniformed and Committee Leaders, Boys Scouts and their parents
- ✦ Receive properly completed and signed Merit Badge Applications, and supply Merit Badges to Troop Officers for presentation to Scouts
- ✦ Maintain a supply of badges, applications, and other items relating to advancement

Board of Review Chair

- ✦ Work with Troop Scribe to prepare list of Scouts who will appear at each Board of Review for advancement approval
- ✦ Schedule and prepare for monthly Boards of Review, and Eagle Boards of Review
- ✦ Work with Advancement Director and Parent Support Organizer to properly staff and train members of the Board of Review, and prepare for future Chairpersons
- ✦ Provide results of Reviews to Scouts, Advancement Director and Records & Badges Organizer

Board of Review Member (should not be a uniformed leader)

- ✦ Understand requirements for advancement at each level of scouting
- ✦ Know key advancement skills and knowledge to properly review Scouts
- ✦ Attend and participate in monthly Boards of Review, and Eagle Boards of Review • Positively participate in and support Scout advancement

Court of Honor Organizer

- ✦ Work with Advancement Director and other Uniformed and Committee Leaders to schedule periodic Courts of Honor
- ✦ The list of preparation duties for the Organizer and his/her volunteers includes;
- ✦ Organize program and agenda (with Uniformed and Committee Leaders)
- ✦ Collect names of presenters and recipients of awards & advancements

- ✦ Arrange for program and invitation printing
- ✦ Arrange for refreshments
- ✦ Arrange for safe storage of Troop-owned property used for Court of Honor
- ✦ Arrange for facility rental
- ✦ Oversee stage set-up, and arrange for use of special props associated with Eagle Court of Honor

FUNDRAISING

Fundraising Coordinator

- ✦ Work with Treasurer and Troop Committee to set goals for fundraising efforts to benefit the Troop and Individual Scout Accounts
- ✦ Work with Membership Director and Parent Support Organizer to see that all Fundraising positions are filled, and that appropriate training and support has been provided for adult volunteers
- ✦ Work with the Organizers of specific fundraising programs (Arts & Apples, Wreath Sales, etc.) to plan the scheduling and execution of these efforts well in advance
- ✦ Act as liaison for fundraising Organizers to the Troop Committee and Treasurer - specific responsibility for accounting support (plus verification & auditing)

NOTE: This person should be someone who has previously organized one of these fundraising efforts, and/or has served on the Troop Committee, and has the experience to act as an advisor to the Organizers.

Popcorn Organizer

- ✦ Work with Coordinator to schedule and plan entire effort well in advance
- ✦ Work with Fundraising Coordinator and Parent Support Organizer to recruit volunteers for each aspect of the work
- ✦ Provide supplies, support and guidelines for families to bake their share of the pies at home (and arrange for family pie pick-up on Festival weekend)
- ✦ Assure that all Troop baking and selling supplies are purchased
- ✦ Make arrangements for facility usage/rental (pie-making, pie storage, etc.)
- ✦ Communicate with Paint Creek Center for the Arts to reserve space at the Festival, and to understand the rules for set-up, selling, clean-up, etc.
- ✦ Coordinate pie-selling guidelines and prices with OPC (the other group selling pies at the Festival)
- ✦ Lead and coordinate volunteers throughout the project

SCOUT ACTIVITIES

Scout Activities Director (preferably a uniformed leader)

- ✦ Work with Scoutmaster, Uniformed Leaders, Service Projects Organizer and Troop Officers (PLC) to select, schedule and plan activities and outings for the Boy Scouts
- ✦ Work with Treasurer to handle the finances
- ✦ Assure that Scouts with leadership responsibilities associated with each event are prepared to handle their work
- ✦ Prepare, distribute and collect permission slips and money (or account withdrawals) • Assure that adequate Adult Leaders are present to lead and supervise
- ✦ Work with Membership Director and Parent Support Organizer to see that all Scout Activity positions are filled, and that appropriate training and support has been provided for adult volunteers

Service Projects Organizer

- ✦ Work with the Activities Director, Scoutmaster, Uniformed Leaders and Troop Officers (PLC) to select, schedule, promote and plan Service Projects to benefit the community
- ✦ Lead and coordinate Scouts and other volunteers throughout each project

Transportation & Tour Permit Organizer

- ✦ Work with Scout Activities Director to qualify and recruit drivers for each event
- ✦ Provide maps and/or directions to drivers
- ✦ Assign Scouts and non-driving adults to vehicles, and provide this list to the Boy Scout Scribe
- ✦ Maintain current driver, vehicle and insurance information necessary to file Tour Permits with Clinton Valley Council
- ✦ File Tour Permit at least two weeks in advance of every trip (this may be done by facsimile)
- ✦ Remind drivers of safety precautions, including the necessity to have every passenger in a seat belt at all times

MEMBERSHIP & STAFFING

Membership Coordinator

- ✦ Work with Scoutmaster, Uniformed Leaders and Committee to determine the ideal number of boys for Troop 1 (based on structure and available facilities), and assist Recruiting & Orientation Leader with development of a recruiting program to achieve that target number
- ✦ Register adult leaders
- ✦ Maintain all registration and rechartering records
- ✦ Work with Recruiting & Orientation Leader and Parent Support Organizer to orient parents of new Scouts, and to urge participation and support
- ✦ Maintain current Troop Roster (Scouts, parents, addresses, phone #, patrol)
- ✦ Lead process of Troop Rechartering, with assistance from Parent Support Organizer and Troop BSA Liaison
- ✦ Maintain a Troop 1 Orientation Pocket. This folder contains explanation of troop structure, rules & guidelines, equipment needed, parent participation expectations (and Troop Resource Survey), current calendar, roster, etc. The folder would normally be given to parents by the Recruiting & Orientation Leader.

Recruiting & Orientation Leader

- ✦ Lead Scout recruiting effort with assistance from Membership Director, and according to target number established by the Troop Committee
- ✦ Acquaint prospective and new Scouts and their parents to Boy Scouting in general, and to Troop 325 in particular
- ✦ Register new (and transfer) Scouts into BSA and into Troop 1, including; registration form, health form, parental release form, uniform completion, and fee collection (turn forms into Membership Director, and fees into the Treasurer)
- ✦ Oversee orientation of new Scouts and their parents into the Troop

Parent Support Organizer

- ✦ Work with the Troop Committee to develop and maintain a Troop Resource Survey form - a questionnaire to inform the committee what professions, special interests and skills are available to the troop
- ✦ Assure that all adults associated with the troop have filled out the Survey, and keep these records available for reference when looking for adult volunteers to serve in certain capacities
- ✦ Act as a liaison between the Troop Committee and Uniformed Leaders with Parents to assure that there is good communication
- ✦ Help the Troop Committee to fill positions with qualified volunteers, planning in advance for vacancies whenever possible
- ✦ Work with the Membership Director, Recruiting & Orientation Leader, and other leaders to assist in the orientation of new adults
- ✦ Work with the Troop Committee, Uniformed Leaders and the Membership Director to schedule, plan and execute Family Night Programs and other family inclusive activities

[Return to Top](#)

ADDITIONAL KEY RESPONSIBILITIES

BSA Liaison (Lincoln Heritage Council /Chief Old Ox District)

- ✦ Attend key meetings (e.g. Roundtable) to represent the troop, and to stay aware of BSA and chartered organization activities
- ✦ Work with Committee Secretary to assure that proper communication and a positive relationship with the governing organizations is maintained
- ✦ Stay informed of BSA and chartered organization guidelines and regulations, and see that the Troop Committee, Scoutmaster and Uniformed Leaders are advised of changes
- ✦ Assist Membership Director with troop rechartering process
- ✦ Present Friends of Scouting contribution program (annually)

Equipment Director

- ✦ Repair and maintain troop trailer
- ✦ Repair and maintain troop equipment
- ✦ Keep and arrange for adequate inventory of equipment and supplies relating to the outdoor program
- ✦ Arrange for storage of troop food between outings (non-perishables)
- ✦ Assist Uniformed Leaders in training of Quartermasters

- ✿ Provide annual inventory of equipment for insurance policy to Troop Treasurer
- ✿ Work with Troop Committee to assure safe storage of troop trailer

Newsletter & Web Communications Coordinator/Advisor

- Coordinate communication of troop related information, primarily through:
 - Monthly troop newsletter
 - "On Line" World Wide Web site, accessible through the public internet
 - Troop 1 "Guide Book"
- Primary audience:
 - New and current Troop 1 Scouts, Parents, Leaders, Committee & Advisors
 - Potential future Troop 1 Scouts & parents, guests & visitors
 - Service organizations
- Provide an avenue of communication for troop committee and parent support leaders as well as opportunities for scout service & advancement