



# TROOP 149 LEADERSHIP AND COMMITTEE POSITIONS

## And Just What Do They Do?

It is often said that a good troop committee is vital to the success of the troop, but why? Just what is the function of the troop committee?

Simply stated, the troop committee's primary job is to support the Scoutmaster in delivering a quality-Scouting program to the boys. It is the Scoutmaster who is responsible to see that the troop's program is carried out as it should be. The Scoutmaster and Assistant Scoutmasters work directly with the Scouts. The troop committee interacts with the patrol leaders' council and Scouts through the Scoutmaster.

The troop committee is there to take care of administrative functions, and provide support for the program, so the Scoutmaster can concentrate on working with the Scouts. The troop committee relationship with the Scoutmaster should be one of friendship and mutual trust. The BSA studies "Delivering the Promise" and Troop Committee Guidebook set the model for successful troop operation.

Let's take a look at some of these troop committee administrative functions. **Leadership** is an important function. The committee is responsible to assist in the selection of the best person to serve as Scoutmaster, and to ensure that there are one or more assistant Scoutmasters. The Scoutmasters should be encouraged to avail themselves of training opportunities.

Administrative functions include the areas of finance and records. Someone is needed to handle the responsibilities of a **secretary** -- meeting notices, minutes of meetings, and publicity. Someone must handle the responsibilities of the **treasurer** and take care of all troop funds. Bills are to be paid as authorized, sound financial records need to be maintained, and the committee needs to be informed of any financial matters related to troop budget.

**Equipment and facilities** are another area. The committee ensures that the troop has an adequate meeting place for weekly troop meetings and other activities. Adequate equipment is needed to carry out the Scouting program. With this equipment comes the need for storage, for inventory and repair of that equipment. The troop quartermaster is a Scout leadership position, but to be effective an adult committee member should work with the Scout.

A healthy troop needs to maintain its membership with an ongoing **recruiting** plan. The troop committee should be familiar with the recruiting methods of the troop to ensure that new Scouts join on a regular basis. Membership responsibilities also include a plan for prompt and orderly **re-registration** of troop.

Those are the administrative functions that the troop committee is charged with. But what about the Scouting program? What role does the committee play there?

When it comes to program planning the Patrol Leaders' Council, made up of the youth leadership of the troop, is responsible for planning the troop program under the guidance and direction of the Scoutmaster. The troop committee reviews the plans developed by the Patrol Leaders' Council to assure that the program has the necessary support, is properly equipped, is properly funded and does not violate the Guide to Safe Scouting or other BSA guidelines. The committee should inform parents of the troop program and enlist their support of that program. In addition the committee is to provide other necessary support, such as finances, transportation, equipment, and leadership to ensure that the program is successful whether it is for troop meetings, activities, or special events.

**Advancement** is an important part of the Scouting program. The troop committee is charged with conducting boards of review for rank advancement, obtaining badges and awards, keeping accurate advancement records, and ensuring that courts of honor are planned and carried out to recognize advancing Scouts ceremonially.

*Scouting* is three-quarters *outing*. Another vital part of Scouting is the **outdoor program**. The troop committee needs to see that troop provides year-round outdoor program. Support for the outdoor program comes by recruiting leadership for summer camp, encouraging the parents' support of the troop's outdoor program, providing transportation for tours and camps, filing necessary tour permits and by promoting standards of safe and healthful experiences for troop.

The troop committee supports the Scoutmaster in working with individual boys discipline problems or other problems that may affect the safety and overall troop program.

This is a quick look at the responsibilities of the troop committee. The BSA Troop Committee Guidebook provides additional details. These are important tasks that need to be covered for the smooth operation of the troop. If the committee does not do them, then the Scoutmaster often becomes overburdened with administrative and support needs and the program will suffer. But when the committee functions, as it should, the Scoutmaster can concentrate on bringing the Scouting program to the boys in the troop.

### **Ten Tips for Your Troop Committee**

Here are ten good tips for improving your committee.

1. Know your parents. Have them complete a Troop Resource Survey Sheet, then keep them on file and refer to them often.
2. Continue recruiting. Find your best recruiter, someone friendly, outgoing, and enthusiastic about Scouting, furnish them with recruiting material and turn them loose.
3. Get everyone involved. Once you recruit them give them each a job. Even create new jobs as needed by splitting functions.
4. Make sure each person knows his job. Check the Troop Committee Guidebook or other written descriptions. Describe in writing the responsibilities of each job. You may also have a troop handbook outlining policies.
5. Recruit for two deep leadership. Every chairman should have assistant. Then you have a ready-made replacement if they leave.
6. Hold regular meetings.
7. Start and end the meeting on time. Appreciate the value of everyone's time. Use a printed agenda and stick to it. Dispense with any unnecessary reports. Then allow some time for open discussion at end.
8. Communicate! Use the telephone, a troop newsletter, or a troop directory. Maintain the lines of communications as shown in the troop organization picture. Communications is between Charter Organization Representative and Committee Chairman, Committee Chairman and Scoutmaster, Scoutmaster and the Scouts

9. Create a friendly atmosphere. Treat committee members as good friends. You might even hold an adult social once or twice a year.
10. Give thanks for a job well done.

Don't get discouraged.

It may take time to build a good committee. Remember what was said at the beginning: a strong, vital troop committee is a key ingredient of a first rate troop. It is worth your time and effort.

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# Adult Position Descriptions

## Program Positions (Scoutmaster Corps)

Scoutmaster (SM)  
Assistant Scoutmaster (ASM)  
Tour Leader  
Patrol Advisor

## Committee Positions (Administration & Support)

Charter Organization Representative  
Committee Chair  
Treasurer  
Asst. Treasurer  
Secretary  
Advancement Coordinator  
Asst. Advancement Coordinator  
Membership Coordinator  
Outdoor/Activities Coordinator  
Equipment Coordinator  
Fund Raising Coordinator  
Asst. Fund Raising Coordinator  
Chaplain  
Database Coordinator  
Scouting For Food Coordinator  
Training Coordinator  
Friends of Scouting (FOS)  
Service Project Coordinator  
Re-charter Coordinator  
Adult Webmaster  
Uniform Bank Coordinator  
Life to Eagle Advisor  
Newsletter Editor  
Youth Protection Coordinator  
Adult Grubmaster  
Merit Badge Counselor  
Committee Member

## Standing Sub-Committees

Adult Recognition Sub-Committee  
Scholarship Sub-Committee

Other sub-committees may be appointed as needed by the Committee Chair for special purposes.

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## **Scoutmaster (SM)**

The Scoutmaster is selected and recruited by the Troop Committee and approved by the Charter Organization Representative. The Scoutmaster must be at least 21 years of age. The Scoutmaster serves at the satisfaction of the Troop Committee and the Charter Organization Representative.

Reports to: Troop Committee Chair

Duties:

- Train and guide the Troop's Junior Leaders.
  - Work with other responsible adults to bring Scouting to the boys.
  - Use the methods of Scouting to achieve the Aims of Scouting.
  - Meet regularly with the Patrol Leaders Council (PLC) for training and coordination in planning Troop activities.
  - Attend all Troop meetings, or if necessary arrange for a qualified adult substitute.
  - Attend Troop Committee meetings.
  - Attend all camp outs or arrange for a qualified adult substitute.
  - Attend monthly district Roundtable or arranges for a qualified adult substitute.
  - Attend Eagle boards of review and introduce the Troop's Eagle candidates or arrange for a qualified adult substitute.
  - Conduct scoutmaster conferences for all rank advancements or delegate to a qualified Assistant Scoutmaster (ASM).
  - 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. Present this plan to Troop Committee for approval.
  - Make it possible for each scout to experience at least 10 days and nights of camping each year.
  - Build a strong program by using proven methods presented in Scouting literature.
  - Attend or obtain the following trainings:
    - New Leader Essentials
    - Scoutmaster and Assistant Scoutmaster Leader Specific Training
    - Introduction to Outdoor Leader Skills
    - Troop Committee Challenge
    - Boy Scout Leader Fast Start Training
    - Youth Protection Training
    - And if possible, Woodbadge for the 21<sup>st</sup> Century
  - 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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## **Assistant Scoutmaster (ASM)**

Assistant Scoutmasters are selected by the Scoutmaster with assistance of the Troop Committee. They serve at the satisfaction of the Scoutmaster and the Troop Committee. They may be 18 years old, but at least one must be 21 or older.

Reports to: Scoutmaster

Duties:

- Assist the Scoutmaster with his/her responsibilities.
- Attend Troop meetings and outings.
- Attend or obtain the following trainings:
  - New Leader Essentials
  - Scoutmaster and Assistant Scoutmaster Leader Specific Training
  - Introduction to Outdoor Leader Skills
  - Troop Committee Challenge
  - Boy Scout Leader Fast Start Training
  - Youth Protection Training
- Woodbadge for the 21<sup>st</sup> Century is highly recommended.
- Fill in for Scoutmaster when required.
- In addition to the above duties several ASMs have additional responsibilities in specific areas as assigned by the Scoutmaster:
  - ASM – New Scout Patrol (Baden Powell Program) - work with new scouts to help them make a smooth transition into the Troop and advance to First Class in a reasonable time. This involves working with the PLC and the ASPL for New Scouts. Also works closely with Troop Instructor, Troop Guides, and Advancement Coordinator to facilitate scout advancements.
  - ASM - Meetings - Provide guidance to SPL in keeping Troop meetings on schedule and organized.
  - ASM - High Adventure - Acts as a mentor to the Venture Patrol (older scouts) to promote and execute a quarterly High Adventure outing.
  - ASM - Patrol Advisor - Act as a mentor to Patrol Leader and serve as a resource to the patrol.
  - ASM - Life to Eagle Advisor - See description under committee positions. This could be a Troop Committee or Asst. Scoutmaster position.
  - Tour Leader - This is a trained, uniformed adult over 21 who is appointed by the Scoutmaster to be the adult responsible for any given outing/activity. Normally this person would be a Scoutmaster or an Asst. Scoutmaster (ASM) although this is not required. Completing the following courses or the equivalent would constitute being trained:
    - Boy Scout Leader Fast Start
    - New Leader Essentials
    - Scoutmaster and Assistant Scoutmaster Leader Specific Training
    - Introduction to Outdoor Leader Skills.

## **Types of Assistant Scoutmasters**

Assistant Scoutmaster - **Senior Assistant**

- 1) Serve as Acting Scoutmaster when the Scoutmaster is absent.
- 2) Attend Troop meetings; attend Committee meetings; attend Patrol Leader Council (PLC) meetings.
- 3) Help conduct Scoutmaster Conferences.
- 5) Help Scoutmaster organize, delegate and coordinate other adult leaders.

- 6) Report to the Scoutmaster.

#### Assistant Scoutmaster - **Program**

- 1) Attend troop meetings; attend all Patrol Leader Council (PLC) meetings.
- 2) Attend roundtables monthly to get new program ideas.
- 3) Follow up with the SPL to make sure all PLC decisions are delegated and completed,
- 4) After each troop event, evaluate with the PLC how everything went, and how it could be improved,
- 5) Report to the Scoutmaster.

#### Assistant Scoutmaster - **New Scouts**

- 1) Recruit new members.
- 2) Maintain a good working relationship with Cub Scout and Webelos feeder Packs/Dens.
- 3) Participate in District/Council youth recruiting efforts.
- 4) Attend Cub Scout Blue and Gold dinners.
- 5) Attend Webelos bridging ceremonies.
- 6) Help Troop Guide plan the Webelos campout.
- 7) Advise Troop Guide and Den Chiefs.
- 8) Report to the Scoutmaster.

#### Assistant Scoutmaster - **Patrol Advisor**

- 1) To ensure the safety of the Patrol Members.
- 2) To assist with discipline when required.
- 3) To assist the Patrol Leader make sure all the required tasks are accomplished on time and with at least a minimum standard of quality.
- 4) To act as a counselor to the Scouts, get to know them, their personalities, abilities, etc. The Patrol Advisor should also know, generally, where each of the Scouts is in terms of accomplishing the requirements for Rank Advancement and be able to direct them in accomplishing those requirements.
- 5) Be available for Patrol Meetings or ensure that another Adult is present to assist at Patrol Meetings.
- 6) Encourage the Patrol to have their own active outdoor program, help them with adult details, and provide adult supervision.
- 7) Track each Patrol Member's activity and examine possible problems indicated by reduced activity.
- 8) Represent the Scoutmaster in supplying information to the Patrol Leader on program items and coming events.
- 9) Keep Scoutmaster advised of Patrol problems and concerns.
- 10) Serve as advisor for a patrol; support Patrol Leader with suggestions and counseling.
- 11) Follow up to assure, the Patrol Leader is making phone calls, etc.
- 12) Attend training courses and roundtables.
- 13) Report to the Scoutmaster.
- 14) Attend training courses.

#### Assistant Scoutmaster - **Venture Patrol**

- 1) Serve as advisor for the Venture Patrol.
- 2) Help plan three (3) adventures a year.
- 3) Oversee fundraising opportunities to finance adventures.

- 4) Support the Patrol with advice and counseling as needed.
- 5) Attend Venture Patrol events.
- 6) Report to the Scoutmaster.

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### Assistant Scoutmaster - **Advancement**

- 1) Stimulate advancement and recognition in accord with National requirements.
- 2) Plan and organize four Courts of Honor a year.
- 3) Encourage Life Scouts to attain Eagle.
- 4) Advise and counsel Life Scout's with the planning of Eagle Scout Service Projects,
- 5) Report to the Scoutmaster.

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## **Patrol Advisor**

The Patrol Advisor's job is to make sure the Patrol works together as a team to accomplish the goals and tasks assigned to that Patrol.

Reports to: Scoutmaster

Duties:

- To ensure the safety of the Patrol Members.
- To assist with discipline when required.
- To assist the Patrol Leader make sure all the required tasks are accomplished on time and with at least a minimum standard of quality.
- To act as a counselor to the Scouts, get to know them, their personalities, abilities, etc. The Patrol Advisor should also know, generally, where each of the Scouts is in terms of accomplishing the requirements for Rank Advancement and be able to direct them in accomplishing those requirements.
- Be available for Patrol Meetings or ensure that another Adult is present to assist at Patrol Meetings.
- Encourage the Patrol to have their own active outdoor program, help them with adult details, and provide adult supervision.
- Track each Patrol Member's activity and examine possible problems indicated by reduced activity.
- Represent the Scoutmaster in supplying information to the Patrol Leader on program items and coming events.
- Keep Scoutmaster advised of Patrol problems and concerns.

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## **Charter Organization Representative (COR)**

The Charter Organization Representative (COR) is the head of the Charter Organizations "Scouting Department". The COR is appointed by and serves at the satisfaction of the chief executive of the Charter Organization.

Reports to: Charter Organization Chief Executive (CE)

Duties:

- Is a member of the charter organization.
  - Secures a Troop Committee Chair and encourages training.
  - Maintain a close liaison with the Committee Chair and the Scoutmaster.
  - Helps recruit other adult leaders.
  - Become trained for the position, to include Troop Committee Challenge and Boy Scout Leader Fast Start training.
  - Serves as a liaison between the Troop and the Charter Organization.
  - Assists with unit re-chartering.
  - Encourages service to the organization.
  - Ensure troop representation at monthly district Roundtable.
  - Provides meeting place for troop meetings and storage of troop equipment.
  - Approves all adult leaders applications.
  - Reports to Troop Committee as needed.
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## **Committee Chair (CC)**

The Troop Committee Chair (CC) is selected by the Charter Organization Representative (COR) to organize the Troop Committee. The Committee Chair serves at the satisfaction of the COR and Troop Committee.

Reports to: Charter Organization Representative

Duties:

- Organize the Troop Committee to see that all functions are delegated, coordinated, and completed.
  - Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster
  - Interpret national and local policies to the troop.
  - Ensure the troop adheres to the policies of the Chartered Organization and the Boy Scouts of America.
  - Prepare troop committee meeting agendas.
  - Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
  - Ensure troop representation at monthly district Roundtable.
  - Recruit top-notch, individuals for adult leadership.
  - Become trained for position to include Troop Committee Challenge and Boy Scout Leader Fast Start training.
  - Encourage adult leaders to get trained.
  - Arrange for charter review, re-charter annually and plan charter presentation.
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## **Treasurer**

The Troop Treasurer maintains all troop finances, collects dues and fees, and pays troop bills. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Handles all troop funds. Pay all bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintain checking account.
- Supervise Scout Accounts.
- Keep appropriate records related to troop funds.
- Work with Re-charter Coordinator to collect and record annual dues.
- Work with Fund Raising Coordinator to account for monies earned during fund raisers and track scout account credits earned.
- Work with Membership Coordinator to process registration of new scouts and adult leaders.
- Work with Outdoor/Activity Coordinator to make necessary payments for camping/activity reservations.
- Collect Summer Camp payments and remit funds to council office for camp reservations/payments in a timely manner.
- Needs to attend most troop meetings.
- Report to Troop Committee at each committee meeting.

## **Assistant Treasurer**

Assist the Treasurer as needed and requested. Is responsible for tracking Scout Accounts, Summer Camp Payments, and special High Adventure Trip payments etc.

Reports to: Treasurer and Committee Chair

- Needs to be at meetings where payments are due.
  - Provide twice yearly Scout Account balance to families.
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## **Secretary**

The Secretary is responsible for keeping minutes of Troop Committee meetings and to handle troop correspondence. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Attend all troop committee meetings, record the minutes, with special emphasis on decisions made, actions taken, and policy made.
- Transcribe and distribute copies of the minutes to all registered adult leaders as soon as possible following the committee meeting to ensure members have time to follow up on action items.
- Provide electronic copy of meeting minutes to troop web master for posting on troop web site.
- Send out committee meeting notices.
- Handle publicity.
- At each meeting, report the minutes of the previous meeting.
- Handle troop correspondence as needed.

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## **Advancement Coordinator**

The Advancement Coordinator maintains troop advancement records and promotes rank advancement. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Encourages Scouts to advance in rank.
- Arrange troop boards of review and courts of honor.
- Train Committee Members to conduct troop board of reviews for Tenderfoot to Life ranks.
- Attend Troop Committee meetings and report as needed.
- Should attend most Troop meetings.
- Maintain a merit badge counselor list.
- Promote attendance at district Merit Badge Expos.
- Have a working knowledge of the Boy Scout advancement program.
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges, awards, and certificates as required.
- Work closely with Scoutmaster and the Baden Powell Assistant Scoutmaster to keep them informed on advancement needs of scouts.
- Work closely with Eagle Advisor to request congratulatory letters for Eagle courts of honor.
- Work closely with Database Coordinator to ensure TroopMaster data is accurate and timely.
- Keep records of troop advancement and attendance at troop activities in TroopMaster program.

## **Assistant Advancement Coordinator**

Assists the Advancement Coordinator as needed and requested.

Reports to: Advancement Coordinator

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## **Membership Coordinator**

Works closely with Webelos Den Leaders and Cub Masters encouraging Webelos scouts to make the transition into Boy Scouts. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Maintain contact with local Cub Pack leaders.
- Encourage Den Chiefs and promote Den Chief Training.

- Invite Webelos dens to visit the troop and attend annual Webelos camp out. 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 & 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.
- Work with Treasurer to collect dues as required.
- Should 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.
- Coordinate a "Fast Start" training each year in the spring for new adults.
- Contact inactive Scouts and encourage them to become active again.
- Report to Troop Committee as needed at committee meetings.

## Outdoor/Activities Coordinator

Secures reservations for troop activities/camp outs, coordinates transportation, process Tour Permits and necessary paperwork required to conduct the outdoor program. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- After the PLC's annual calendar has been approved by the Scoutmaster and Troop Committee this person will work closely with the Scoutmaster to make necessary reservations to accommodate the planned activities.
- Secure permission and reservations to use camping sites and facilities.
- Coordinates with the Treasurer to ensure camping fees are paid.
- Maintain map library for use in making copies for camp out drivers.
- Secure Tour Permits for all troop activities.
- Attend Troop meetings when Permission Slips are due and collects Permission Slips.
- Serve as transportation coordinator for troop outings.
  - Ensure enough drivers are available for each outing.
  - Prepare maps and driving directions for drivers.
  - Publish a driving roster for each outing.
  - Identify emergency contact person for each trip.
  - Keep Tour Leaders Binder updated and in the hands of the Tour Leader for each outing. This includes the annual update of Medical Forms prior to Summer Camp.
  - Work with Database Coordinator to ensure council has updated drivers/vehicle list for Tour Permits.

- Promote attendance at troop camp outs, district/council activities (camporees, expos, etc.), and summer camp to reach the goal of one outing per month.
  - Promote the National Camping Award.
  - Keep Tour Leader(s), Scoutmaster, and Committee Chair updated on any issues or potential problems.
  - Report to the Troop Committee at each meeting.
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## **Equipment Coordinator (Adult Quartermaster)**

Responsible for procurement and maintenance of troop equipment. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Supervise and help the troop procure, repair, and replace camping equipment.
  - Work with Troop Quartermaster on inventory and proper storage and maintenance of all troop equipment.
  - Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
  - Work closely with Scoutmaster, SPL, and Quartermaster to ensure proper equipment is available for each outing.
  - Perform an annual assessment and inventory of all troop equipment.
  - Report to the Troop Committee as necessary.
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## **Fund Raising Coordinator**

Research and recommends fund raising projects to meet the troops financial needs. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- 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.
  - Submits Money Earning Application to council office for all fundraising projects.

## **Asst. Fund Raising**

Organize and coordinate one or more fund raising activities as requested by Fund Raising Coordinator and approved by Troop Committee.

- Coordinates activities with Fund Raising Coordinator.
  - Organizes scouts and parents to assist in fund raising activity.
  - Ensure a Money Earning Application is submitted to the council office for all fund raising projects.
  - Report to the Troop Committee as needed.
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## **Chaplain**

Promote the pursuit of the 12th point of the scout law "A scout is reverent". Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and Scoutmaster.

Reports to: Committee Chair

Duties:

- Provides a spiritual tone for troop meetings and activities.
  - Give guidance to the Chaplain Aide (a Scout position).
  - Promote regular participation of each member in the activities of the religious organization of his choice.
  - Coordinates visits to homes of Scouts in time of sickness or need.
  - Give spiritual counseling service when needed or requested.
  - Promote the pursuit of religious awards by all Scouts.
  - Coordinates with Chaplain Aide the Scout's Own service during scout camping activities.
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## **Database Coordinator**

Maintain database of troop members address, phone, E-mail, training, medical forms, vehicle list, and related documents. High speed Internet access and ability to load software onto home computer highly recommended. Attention to detail is critical. This position works closely with the Database Coordinator and Advancement Coordinator. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- 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.
- Maintains records of training taken by adults.
- Provide data required to complete Tour Permits to Outdoor/Activity Coordinator as needed.
- Oversee maintenance of TroopMaster database.
- Coordinate with other adult leaders to provide data as needed to accomplish their duties.
- Updates TroopMaster records as needed utilizing Internet link to FTP site.

- Maintains close working relationship with Database Coordinator and Advancement Coordinator to maintain database integrity.
  - At time of re-charter verify all data and make updates as necessary.
  - Assist in re-charter by preparing TroopMaster records for submittal to council office.
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## Scouting for Food Coordinator

Coordinates the troops participation in the annual Scouting for Food Drive. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties: Coordinates and promotes Scouting for Food effort.

- Maintain liaison with district Scouting for Food coordinator.
  - Sign up for troop assignment area at the Boy Scout Roundtable.
  - Determine area assignments and recruit scouts/parents for each area.
  - Provide maps and instruction for drivers and scouts in each area.
  - Promote scout safety and two-deep leadership during this activity. Work closely with Scoutmaster and Troop Committee to ensure adequate adult and youth leaders are present.
  - Direct the distribution of collection bags.
  - Coordinate the collection and counting on donated food.
  - Arrange for transportation of donated food to designated collection point.
  - Keep records of each Scout's participation in the program and provide same to Advancement Coordinator for recording.
  - Report on results to troop committee.
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## Training Coordinator

The Training Coordinator is appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Ensure adults and scouts are made aware of training opportunities. This entails making announcements and providing information about upcoming training opportunities.
- Coordinate yearly Youth Protection Training prior to Summer Camp.
- Coordinate Boy Scout Fast Start Training for new parents after Webelos have bridged.
- Assist the Scoutmaster with preparations/materials for annual Junior Leader Training (JLT) as requested.
- Coordinate monthly training events for parents at troop meeting. This is done by finding topics of interest or need for the adults/parents and arranging a short presentation from the Scoutmaster Corps or other knowledgeable person.

- Keep the Scoutmaster and Committee Chair apprised of activities.
  - Inform Database Coordinator of training completed so accurate records can be maintained.
  - Report to Troop Committee as needed at Committee Meetings.
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## **Friends of Scouting (FOS) Coordinator**

Coordinate Friends of Scouting Presentation. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- 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 presenter an FOS presentation at the March court of honor.
  - Sign up for FOS presentation at the Boy Scout Roundtable.
  - Maintain liaison with Scoutmaster and Advancement Coordinator to schedule FOS presentation during a Court of Honor.
  - Report to Troop Committee as needed, and at conclusion of campaign.
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## **Service Project Coordinator**

Coordinate and promote service projects for Woodmen Hills, Falcon Hills, Meridian Ranch and other Falcon area communities. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Coordinate meeting with COR and/or Committee Chair and Scoutmaster to discuss suitable projects the troop could do for the community.
  - Gain PLC and Troop Committee support for project and set date.
  - Coordinate procurement of materials/supplies needed.
  - Promote attendance at service project and generate a sign-up list.
  - Maintain records of participation hours and submit same to Advancement Coordinator.
  - Work with the Troop Service Coordinator in carrying out these duties.
  - Coordinate sending thank you letters for those who donated material/supplies.
  - Report on project to Troop Committee.
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## **Re-charter Coordinator**

Coordinates the annual re-charter of troop. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Attends district re-charter training/orientation meeting.
  - Coordinates with Committee Chair and Scoutmaster to set re-charter turn-in dates.
  - Notifies parents about re-charter dates.
  - Works with Database Coordinator to distribute re-charter paperwork and updated forms.
  - Works with Treasurer to collect and record re-charter fees.
  - Works with Database Coordinator to update troop records and prepare TroopMaster data submission to council office by turn-in date.
  - Obtain necessary signatures on re-charter forms from Scoutmaster and Charter Organization Representative in timely manner.
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## **Adult Webmaster**

The adult Webmaster is responsible for the maintenance of the troop website. Knowledge of website authoring and internet protocols is required.

Duties:

- Works with the Troop Scout Webmaster to ensure that the information contained within the website is accurate and up to date.
  - Performs maintenance on the website whenever required.
  - Responsible for approving all website content created by the Troop Scout Webmaster before that content is uploaded for public access.
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## **Uniform Bank Coordinator**

Maintains uniform bank of extra uniform parts. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to: Committee Chair

Duties:

- Maintain spare uniform parts as donated by Scouts in the Troop and others.
  - Ensure that spare uniform parts are displayed at courts of honor for use by any interested scouts.
  - Promote donation of outgrown and unused uniform parts to the uniform bank.
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## **Life to Eagle Advisor**

Acts as a resource for Life Scouts preparing to work on the Eagle rank. Appointed by the Committee Chair and Scoutmaster and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee. This could be an ASM or a Troop Committee position.

Reports to: Committee Chair and Scoutmaster

Duties:

- Provide scouts attaining Life rank the "Life to Eagle" packet.
  - Advise Life scouts on the general process of attaining the Eagle rank.
  - Advise Life scouts on Eagle service projects and provide guidance on paperwork preparation.
  - Assist families of Eagle scouts with Eagle Court-of-Honor planning.
  - Coordinate with Advancement Coordinator requests for Eagle letters of congratulations from dignitaries.
  - Should be an Eagle scout, or the parent of an Eagle scout.
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## **Newsletter Editor**

Publish a quarterly newsletter for each court of honor. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Prepare and distribute Troop newsletter on a quarterly basis, with a calendar of upcoming events and news about recent events.
  - Contact area coordinators for news of upcoming activities and results of completed activities.
  - Solicit news articles from troop members.
  - Provide copies of newsletters to Web Master for publishing on Troop Web Site.
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## **Youth Protection Coordinator**

Ensure that troop follows youth protection guidelines. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Duties:

- Attend district youth protection training and be familiar with all youth protection guidelines.
- Coordinate presentation of youth protection videos to all youth prior to summer camp.
- Advise the Scoutmaster, other adult leaders, and scouts on youth protection issues.
- Coordinate and promote adult attendance at Youth Protection Training course.

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## Adult Grubmaster

Coordinate the purchase of food for the Adult Patrol on camp outs.

Duties:

- Work with the Tour Leader and adults attending the camp out to prepare a menu.
- Coordinate buying of food and getting to troop departure point for camp outs. Emphasis is staying on budget while following menu plan for number of adults attending.
- Work with Quartermaster to make sure adult staples boxes are stocked with consumable items.
- Need to be at the troop meeting when menus are being planned.
- On some occasions the troop may need to purchase all food for both scout and adult patrols as one menu. In this case will coordinate the purchase of all food working closely with Tour Leader and Troop Committee to stay on budget for menu planned and number of people attending the camp out.

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## Merit Badge Counselor

Merit Badge Counselors are subject matter experts for the Merit Badges they counsel either through vocation or hobby.

Duties:

- Take Merit Badge Counselor Training.
- Submit Merit Badge Registration Paperwork to counsel office.
- Inform Advancement Coordinator and Webmaster of registration as a Merit Badge Counselor.
- Conduct all Merit Badge classes and counseling within published BSA guidelines. This includes Youth Protection Training and the Guide to Safe Scouting.
- Whenever a Merit Badge Counselor is counseling their own son for a merit badge, the scoutmaster must approve such an arrangement and other scouts must also be included in the merit badge sessions.

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## Committee Member (MC)

All registered adults are members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are non-voting members. All other registered adults have a single vote. All adult leaders must be approved by the Committee Chair and the Charter Organization Representative after a reference check.

Duties:

- Read their son's Scout Handbook.
- Understand the Aims and Methods of scouting.
- Take Boy Scout Leader Fast Start, Youth Protection Training and Troop Committee Challenge training.
- Show support to individual scouts and the troop by attending Courts of Honor and as many troop meetings as possible.

- Attend as many Committee Meetings as possible.
  - Support troop fund raisers, service projects, and activities.
  - Participate on Board of Reviews as requested by the Advancement Coordinator.
  - Assist the area Coordinators when requested.
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## **Adult Recognition Sub-Committee**

Comprised of Charter Organization Rep., Committee Chair, and Advancement Coordinator.

Duties:

- Make recommendations for adult recognition at the District Dinner for those adults deserving and qualified for recognition.
  - Track and process various adult knot recognition as appropriate.
  - Plan adult recognition at the August Court of Honor for those adults involved in supporting the troop throughout the past year.
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## **Scholarship Sub-Committee**

Comprised of Committee Chair, Scoutmaster, and Treasurer.

Duties:

- Approve use of troop funds to help those scouts who can not afford the program but would like to be in scouting.
  - Work with Charter Organization and Council to obtain funding support for scouts in need when requested.
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### **References:**

*Troop Committee Guidebook* - BSA Publication #34505B

*The Scoutmaster Handbook* - BSA Publication #33009C

*Guide To Safe Scouting* - BSA Publication #34416F

**Obtained from the websites of:**

**BSA Troop 103, Fremont, California**

**BSA Troop 316, Saugus, California**

**With some additional modifications by Ron West**