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Rose Valley Troop 272

Boy Scouts of America



Troop Committee Handbook

Guidelines for Committee and Non-Committee Adult Volunteers

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Introduction

The *Troop Committee Handbook* describes the Troop Committee's general functions as well as the specific roles of individual Committee members and other adult volunteers involved with the troop. Its purpose is to provide:

- Guidance and direction for committee members, adult volunteers, and potential members or volunteers.
- Information to the larger troop community about what the Troop Committee does and how it operates.

This is intended to be a living, evolving document. The job descriptions are guidelines, meant to serve as a reference. Adult volunteers are expected to meet the spirit of these responsibilities, to mold their approach based on their experience, and to contribute to this document by helping shape and improve it. This handbook is organized in alphabetical order by Troop Committee position: non-committee positions are listed under the board position that they support. The Programmatic Related section that follows lists the job descriptions for adult volunteers that work directly with the scouts (SM, ASM, VENTURE, MERIT BADGE COUNSELORS)

Committee Guidelines

1. Troop Committee and Individual Volunteer Responsibilities

The Troop Committee meets once a month (currently except July) and:

- Ensures quality leadership is recruited and trained, including the *Scoutmaster, Assistant Scoutmasters, Non-Committee Volunteers* and the *Committee Members* themselves.
- Supports leaders in carrying out and delivering the program to the scouts
- Develops an annual budget and holds responsibility for financial tracking and reporting, providing adequate funding, and disbursements.
- Provides committee representative(s) at each Troop Board of Review.

All individual volunteers are asked to:

- Keep working notes of their job tasks.
- Train their successor.
- Notify the Committee Chair if they are unable to fulfill the spirit of their responsibilities.
- Take a short on-line BSA Youth Protection Training. Committee Members are required to take this every two years.

Committee Members are expected to attend monthly Committee Board meetings, as their schedule permits.

Non-Committee Volunteers are invited to join board meetings, but this is not a requirement of their job.

2. Troop Committee Structure

The *Troop Committee* is currently comprised of the Officers also known as the Executive Committee (*Chair, Vice Chair, Secretary and Treasurer*), five other coordinator positions, and at-large member(s). The *Scoutmaster* is expected to attend committee meetings and votes on motions.

Parents, guardians and community members (usually with past Troop affiliation) hold other volunteer positions that are critical to the functioning of the troop. These non-committee positions that are administrative in nature are tied to a Committee position and listed in that manner in this handbook.

3. Committee Membership:

- Any adult who is certified as an adult leader by BSA may serve in a Committee position. Applications are available from the *Scoutmaster*. Positions are open to community members as well as parents and guardians. Non-Committee positions need not be certified.
- Committee and Non-Committee Volunteer positions last a minimum of one year in term and run from July 1 to June 30.
- The ideal Troop Committee (sometimes referred to as the Troop Committee Board) will consist of adults, guardians and parents representing the various ages and levels of experience of the Scouts in addition to community members with ties to the troop. A mix of professional expertise and skills is encouraged. A concerted effort should be made by all board members to welcome new volunteers to the committee.
- New Committee and Non-Committee Volunteer positions may be created as needed and approved by a quorum of the committee present at a monthly meeting. Job descriptions should be established and documented in the Committee Handbook once the position has been refined.
- In coordination with the *Scoutmaster*, the *Committee Chair* is responsible for publicizing openings to troop parents and recruiting for the vacant positions. Ideally open positions are posted at the spring Court of Honor and filled by late May so the incoming board can be approved at the June board meeting. Positions may be held for more than one year. A Nominating Committee consisting of the *Scoutmaster, Committee Chair, Senior Patrol Leader* and two other Committee members can be convened should there be a need.

4. Meetings:

- All adult members of the Troop community are welcome to attend regular monthly committee meetings. Anyone can attend, participate in discussions, and ask questions.
- Troop Committee members and the *Scoutmaster* make, second, and vote on motions.

- A quorum for passing motions consists of four Troop Committee members present at a regular monthly meeting. Committee members not present at the meeting have thirty days to send a written comment to the Chair, concerning the motion. Should there be a written complaint, then the motion must be put forth for further discussion and a second vote. Should there be an urgent decision, see guidelines for a special meeting.
- In the unlikely event that an urgent decision must be made, a special meeting may be called. A quorum must be present (by phone, if necessary) and the meeting must be announced 24 hours in advance to all Troop Committee members. Committee members not present at the meeting have 24 hours to send a written comment to the Chair, concerning the motion. Should there be a written complaint, then the motion must be put forth for further discussion and a second vote may be conducted. A good faith effort must be made to contact the entire board for the vote and a quorum must be maintained in order to pass the second motion.

5. Financial Controls:

- The committee is responsible for approving an annual budget. Non routine expenditures and expenditures that exceed the budgeted line items must be discussed and approved by the committee and supported by the Treasurer. The only exemption is for extenuating circumstances such as unexpected trip expenses that occur during a trip.
- The Troop fiscal year runs from September 1-August 31, and the Committee is responsible for passing a fiscally responsible annual budget.
- The *Committee Chair*, as necessary, will appoint a qualified individual or individuals for an independent review of the Troop books. A review and formal audit of the books, if deemed necessary, may be requested by Troop community members at any time.

6. Boards of Review:

- Board members are expected to lead and participate in Boards of Review with support provided by the Advancement Coordinator.

7. Eagle Project Presentations:

- Troop 272 requires Scouts who are in the planning stage of their Eagle Project to present their project plan to the committee prior to sign-off by the *Committee Chair*. This is typically done at the beginning of a monthly meeting. Committee members should ask questions and help the Scout identify unanticipated needs not accounted for or gaps in the planning. Providing the Scout with resources to help fully develop their plans is appropriate. The goal is to ensure adequate preparation and to help the Scouts practice presenting.

Troop Committee and Non-Committee Volunteers

Committee Positions	Name
Chair	
Vice Chair	
Treasurer	
Recording Secretary	
Advancement Coordinator	
At-Large Members	
Outdoor Coordinator	
Publicist	
Membership Coordinator	
Training Coordinator	
Tree Sale Manager	
Other Administrative (Non Committee) Volunteer Positions	
Adopt A Highway	
“Auditor” (informal reviewer of the troop books)	
Court of Honor Coordinator	
Eagle Ceremony Coordinator	
High Adventure Committee/Jambo	
Librarian	
Market Money Coordinator	
New Parent Liaison	
June Picnic Coordinator	
Special Meals Coordinator/Helper	
Spiritual Coordinator	
Summer Camp Coordinator	
Tree Sale Scheduler	
Tree Lot Shed Set Up	
Tree Sale Treasurer	
Other Trees Sale Comm. Members	
Trip Planners	
Troop Seamstress/Tailor	
Uniform Exchange Coordinator	
Website Administrator	

Other Volunteer Positions: Scoutmaster, Assistant Scoutmasters & Merit Badge Counselors

Administrative Job Descriptions

Advancement Coordinator

(Committee Position)

Description: This committee member is responsible for monitoring the progress of Scouts' advancement, encouraging rank completion, organizing Boards of Review, and if necessary, coordinating the Court of Honor ceremonies in September and March. Currently the Advancement Coordinator is assisted by a Court of Honor coordinator that manages the potluck dinner.

Duties:

- Assist Scout Master with advancement records and encourage advancement, as needed.
- Arrange Boards of Review when requested by the *Scoutmaster*.
 - Recruit parent volunteers, circulate handout to volunteers with Board of Review questions and expectations
 - Attend Board of Reviews and process appropriate paperwork.
- Oversee *Picnic and Court of Honor Coordinator* and *Eagle Ceremony Coordinator*.

Court of Honor and Picnic Coordinator

(Non-Committee position: reports to Advancement Coordinator)

Description: Coordinates the social aspect of the two annual Court of Honor ceremonies and the year-end family picnic. Receives support from the *Advancement Coordinator*, as needed. Two tasks can be co-chaired or managed by two separate volunteers.

Duties:

Court of Honor:

- Arrange potluck meals for each Court of Honor.
- Recruit volunteers to set up, serve, and clean up.
- Assist Scout Master as needed (review and organize awards, create program, assist with set-up).

Picnic:

- Arrange potluck meal for June picnic (historically the Troop provides hamburgers and hotdogs).

Eagle Ceremony Coordinator

(Non-Committee position: reports to Advancement Coordinator – currently inactive)

Description: Coordinates with *Scoutmaster*, Scouts, and families for all details of the Eagle Ceremony. Receives support from the *Advancement Coordinator*, as needed.

Duties:

- Review possible dates for ceremony with *Scoutmaster*.
- Meet with families and Scoutmaster to discuss program and plans for evening.
- Assign families tasks, including photo collection, slide show production, speakers, program production.
- Invite dignitaries such as key local and state elected officials. Ensure Scouts write thank you notes to special guests.
- Coordinate the event including ordering supplies, awards, and recognitions (candles, etc.).
- Have Publicist recruit photographer for newspaper articles.

At-Large Member

(Committee Position)

Description: *At-Large Members* of the Committee are expected to attend regular committee meetings and volunteer to assist the *Scoutmaster*, *Assistant Scoutmasters* and other committee members, especially during busy periods. Service opportunities may be in one or more adult volunteer positions described in this handbook, and/or on an ad-hoc basis.

For example:

- Work with the *Scoutmaster* to compile, copy, and mail the yearly calendar.
- Help *Training Coordinator* with new parent training night phone calls.
- Support the *Tree Sale Manager*.

Committee Chair

(Committee Position)

Description: The *Committee Chair* is responsible for motivating and organizing the committee members ensuring that all functions are defined, delegated, coordinated, and completed. This includes ensuring all committee roles are filled by qualified volunteers (parents or others) – through recruitment, training, and coordination of transitions. Note: some committee positions may be inactive for a period of time depending on configuration of committee and *Scout Master* responsibilities and levels of involvement. As leader of the committee, the *Committee Chair* serves as the chief coordinator of the committee's activities with the other key leadership positions of the troop – the *Scoutmaster* and *Assistants*, *Senior Patrol Leader* and PLC, and the chartered organization.

The *Committee Chair* has a number of Non Committee Volunteers that report to him/her. The Chair may delegate any of these responsibilities, as appropriate, to the *Vice Chair*.

Duties:

Working with the committee:

- Call, preside over, and promote attendance at monthly committee meetings and any special meetings that may be called.
- Guide the committee through discussion of policy matters and approval of changes.
- Send regular email communications and announcements to parents, as submitted by individual Committee members.
- Recruit new committee members, acquaint them with their roles, and assist them as necessary in completing their responsibilities.
- Has a fiduciary responsibility to the Committee and Troop to ensure proper financial practices and oversight. Is a signatory on the Troop checking account, in addition to the Treasurer.
- The *Chair*, as necessary, will appoint a qualified individual or individuals for an independent review of the troop books.

Working with the *Scoutmaster* and *Assistant Scoutmasters*:

- Works closely with the *Scoutmaster* in preparing committee meeting agendas, focusing attention on committee opportunities to provide administrative, logistical or operational support for the Scout program.
- Assists the *Scoutmaster* in resolving disciplinary problems or personal conflicts in accordance with the troop's discipline policy.
- Oversees *Scoutmaster* and *Assistant Scoutmaster* conduct, ensuring it is consistent with the aims, methods, and spirit of Boy Scouting, and troop and national policy.
- When required, institutes the search for a new *Scoutmaster* through a special search committee following BSA protocol and on behalf of the Charter organization, the Rose Valley Folk. Assigns qualified *Assistant Scoutmasters* to continue the program if the *Scoutmaster* slot is vacated.
- Ensures troop representation at monthly District roundtables.
- Work with current Scoutmaster on slate of adult volunteers who will train to become Assistant Scoutmasters.

Working with the *Senior Patrol Leader* and PLC:

- Facilitates coordinated work between Scouts in PLC roles and corresponding adults in committee roles. Supports the *Scoutmaster* in coaching and encouraging the senior patrol in fulfilling their responsibilities - particularly:
 - Organizing the PLC, to see that all functions are defined, delegated, coordinated and completed.
 - Promoting attendance and active participation in troop meetings and events.

Working with Non-Committee Positions:

- Chair is specifically responsible for overseeing the Adopt-A-Highway, High Adventure Coordinators. Spiritual Coordinator and the Website Administrator. Chair may delegate some of these responsibilities to the Vice Chair.
- Supports other Non-Committee Positions when Committee position responsible for that area is unfilled or inactive.

Working with the Charter Organization:

In coordination with the *Scout Master*,

- Arranges for charter review and re-charter annually.
- On behalf of the Charter organization and in conjunction with the Old Mill calendar coordinator, arranges the calendar to mesh with the Old Mill's schedule of events.

Adopt-a-Highway

(Non-Committee position: reports to Committee Chair)

Description:

Adopt-a-Highway (a section of Rose Valley Road running north and south of Old Mill lane) is scheduled 4 times per year, Saturdays 8-9AM and is a mandatory activity for all Scouts (they must attend three out of four sessions).

Duties:

- Serves as liaison with PennDOT.
- Keeps attendance and coordinates crews on work days.
- Manages supplies.

High Adventure Committee Liaison

(Non-Committee position: reports to Committee Chair)

Description:

Attends the High Adventure Committee meetings and reports to the committee in person or via the *Committee Chair*. Provides administrative and logistical support to the High Adventure Committee, as needed.

Spiritual Coordinator

(Non-Committee position – reports to Committee Chair)

Description: One of the twelve points of the Scout Law is reverence that includes the expectation that scouts believe in a higher spiritual being. The job of the Spiritual Coordinator is to support any of the following troop activities.

Duties:

- Promote the Religions Emblem Program and assist those scouts that are interested.
- Help coordinate the annual Scout Sunday Program.
- Support any other scout activities relating to spiritual or religious matters.

Website Administrator

(Non-Committee position: reports to Committee Chair)

Description: Manages and updates Troop website.

Duties:

- With the *Webmaster*, post new information, documents and calendar events on the troop website.
- Assist the *Webmaster* as needed in getting, installing and using software tools needed to manage the troop website.
- Oversee the content of the troop website.
- Recommend website-related investments (such as new software) to the Troop Committee and help estimate related costs for the annual budget.

Outdoor Coordinator

(Committee Position – currently inactive)

Description: The *Outdoor Coordinator* works with the *Assistant Scoutmaster* responsible for event planning in overseeing the arrangement of planned outings and weekend trips. The Outdoor Coordinator assists at the yearly trip planning meeting when the process begins with the selection of events at the troop’s annual trip planning meeting in June.

Assists the Summer Camp Coordinator and Trip Planners, as needed.

Summer Camp Coordinator

(Non-Committee position: reports to Outdoor Coordinator)

Description: The Summer Camp Coordinator is responsible for handling all the details of summer camp, including communicating with the *Scoutmaster*, Council and parents.

Duties:

- Managing reservations.
- Ensuring payments are made, forms are properly completed and filed, and adult chaperones are booked.
- Scheduling and running the parent/Scout camp meeting in June.

Trip Planners

(Non-Committee position: reports to Outdoor Coordinator/Scoutmaster)

Description: Trip Planners serve as the adult liaison in organizing and promoting a monthly outing. They work closely with a designated Scout. Shared responsibilities include gathering all necessary information from the provider or trip site, making reservations, and overseeing the preparation of trip information sheets, permission slips, maps and driving directions, well in advance of the trip.

Duties:

- Managing reservations and trip details in conjunction with the appointed Scout.
- Ensuring payments are made, forms are properly completed and filed, and adult chaperones are booked.
- A *Trip Planner* only needs to run a minimum of one day or weekend outing and does not necessarily need to attend the event (although it is encouraged).

Publicist

(Committee Position)

Description: Publicity is an important step in the recruitment process. This committee member works with the *Troop Historian* to document troop activities and to announce events to the community in a timely manner.

Duties:

- Meeting with the *Troop Historian* periodically to discuss events to publicize and to review photos and write news releases.
- Verifying which Scouts have publicity release statements
- Submitting news releases about Courts of Honor, Jamboree, High Adventure trips, and community service projects to the Swarthmorean, TownTalk and Delaware County Times, as appropriate.
- Two weeks prior to annual Christmas Tree Sale, send news release announcing dates and times of sale to above newspapers.
- With *Troop Historian*, designing flyer announcing Christmas Tree Sale or Cub Scout Night, or any other major troop event, as requested by *Scoutmaster*.

Recording Secretary

(Committee Position)

Description: Documents troop committee meeting minutes and maintains a record of committee business. The *Recording Secretary* may also serve as *Librarian*, or recruit and support an adult volunteer in that role.

Duties:

- Record minutes and report at Troop committee meetings. Distribute previous month's minutes prior to the next meeting as a reminder of next meeting. Keep a minutes log for future reference for the committee and keeps meeting attendance record.
- Record amendments to previous meeting minutes, and include corrected copy in the minutes log book.
- Keep track of Old/New Business.
- Assist and/or train Troop Recording Scribe if help is needed as the Troop Recording Scribe has a parallel role on the PLC.
- Communicate amendments or additions to policy manual to the *Librarian*.

Membership Coordinator

(Committee Position)

Description: The unit membership coordinator is appointed by the committee chairman to help ensure a smooth transition of new Scouts into the unit and orientation for new parents. The *Membership Coordinator* organizes the troop's overall recruiting effort, working with the *Scout Recruiter*, *Scoutmaster* and/or *Assistant Scoutmasters* to plan and execute recruiting events throughout the year. The membership coordinator collaborates with the scout master and assures

one parent from each family is registered with the BSA, including required background checks, and that the registration is completed promptly upon new scouts joining the troop. The *Membership Coordinator* also supports the *New Parent Liaison*, the *Troop Seamstress* and the *Uniform Exchange Coordinator*, as needed. Additionally the *Recruiter* should work with the *Troop's Den Chief* who is also responsible for recruiting.

New Parent Liaison

(Non-Committee position: reports to Recruiter)

Description: The New Parent Liaison meets with each new scouting family (one on one or in new parent meeting) to provide parent-to-parent support.

Duties: Conduct one or more orientation meetings to cover :

- Welcoming words
- Review of policies and obligations of parents, Scouts (i.e. tree sale, adopt-a highway)
- Description of opportunities for parents (Troop Committee and Non-Committee volunteers and trip attendance, Youth Protection Night, Boards of Review...) and encourage their participation.
- Other specific items to mention: uniform, permission slips, policy manual, trip planning meetings and related procedures, equipment etc. Troop has some personal gear to lend, including backpacks and cold weather bags. Troop fundraising program: Acme market money program.

Troop Seamstress/Tailor

(Non-Committee position: reports to Recruiter)

Description: Troop 272 has a proud tradition of wearing handmade neckerchiefs. The *Troop Seamstress/Tailor* is responsible for making new neckerchiefs for Scouts when they receive their tenderfoot rank.

Duties:

- Responsible for making troop neckerchiefs as needed.
- Repairing storage bags for tents, sleeping bags, etc. as needed.
- May be called upon to show new Scouts proper way to sew merit badges and rank patches onto their uniforms.

Uniform Exchange

(Non-Committee position: reports to Recruiter)

Description: As Scouts outgrow their old uniforms often times families donate the uniforms to the Troop. The *Uniform Exchange* coordinator is responsible for organizing these donations as

they are handed in so that other Scouts can easily review exchange items and benefit from this “recycling” effort.

Training Coordinator

(Committee Position)

Description: Run one to two Parent Training sessions, promote Youth Protection certification for all adults in Troop, and support the *Scout Master* as needed in other training-related needs. Work with the *Troop Training Instructor* to plan and staff the Parent Training session.

Duties:

- Organize one to two Parent Training nights to provide new parents with a background on BSA and troop structure.
- Promote and if needed, assist in organizing Youth Protection Night.
- Encourage parents to do on-line Youth Protection Training.
- As needed, support Scout Master in: maintaining all troop training records for youth and adults, providing training information for all members of the Troop (e.g.: CPR, Youth Protection, Safe Swim, Safety Afloat, Basic Leader Training, Wood badge) and promoting adult training opportunities and awards (i.e. Scoutmaster Key or Scout Training Award).
- As needed, provide support to the Scoutmaster for Troop J.L.T. and Patrol Leader Development courses.

Please Note: When a Troop achieves 100% trained leaders they will receive 50% off their next year’s leadership training course registration. This incentive could save our Troop ~\$300 a year in fees.

Treasurer

(Committee Position)

Description: Make deposits, write checks for troop activities and reimbursements, prepare financial reports for monthly Committee meetings and reconcile monthly bank statement. Recruit and oversee the activities of the *Market Money Coordinator* (see below). Oversee the activities of the *Tree Sale Treasurer*.

Duties:

- Make deposits and cut checks using the troop budget as a guideline.
- Prepare the monthly financial statement and present to Committee. A list of all projected income, actual income, projected expenses and actual expenses is prepared and updated each month according to the checks written and deposits made.

Another report is the Trip Fees which lists all trips by month for the year (example will be provided). Income and cost are listed as well as whether a profit or loss was earned.

- Reconcile the monthly bank statement.
- Prepare an annual budget in conjunction with the *Scout Master* and *Committee Chair*.
- Pay the Pennsylvania Sales Tax: The troop must pay sales tax on the total gross sales from the tree sale (minus tips) by January 20. The troop also has to report that it has no sales and no tax due within 20 days of the end of each subsequent quarter i.e. April 20, July 20 and October 20. Failure to pay this on time could result in a substantial late penalty.

Market Money Coordinator

(Non-Committee Position: reports to Treasurer)

Description: Market and coordinate all aspects of this on-going troop fundraiser.

Duties:

- Contact Acme to order gift cards - usually \$3000 worth of gift cards for a total cost of \$2850.
- Notify parents of Scouts via email that Market Money is available. Bring Market Money to troop events. Checks in the amount of Market Money purchased for scout camping trips or by scout families should be made out to Rose Valley Troop 272 BSA. Record purchases. Forward checks to Troop Treasurer.
- Have market money available for trip/event food purchases, and ensure food buyers use it.

Tree Sale Treasurer

(Non-Committee Position: reports to Treasurer)

Description: A separate individual serves as treasurer for the annual Christmas tree sale.

Duties:

- At the end of every shift, the cash and checks are counted and a tally sheet is written by the parent in charge of the shift. The money is then delivered to the Christmas Tree Sale Treasurer's house who adds all the cash, stamps the checks and prepares the deposit for a drop (key required).
- The Tree Sale Treasurer also keeps records of the total number of trees and wreaths sold as well as any other items for sale. He or she also keeps track of tips/donations received by the boys while selling the trees

Tree Sale Manager

(Committee Position)

Description: The *Tree Sale Manager* orchestrates the planning and execution of the annual Christmas tree sale. As chair of the Tree Sale Committee, the *Manager* focuses primarily on recruiting and organizing the team to see that all functions are defined, delegated, coordinated, and completed, as well as facilitating good communication with the *Scoutmaster*, Scouts, *Troop Committee*, and parents. This includes ensuring all Tree Sale Committee roles are filled by qualified volunteers (parents or otherwise) – through recruitment, coaching, and support.

Duties:

- Order trees and coordinate payment.
- Create letter to parents for presentation at September Court of Honor, including information on set up and delivery dates, sale dates, hours, contact information, and requests for scheduling conflicts.
- Schedules “porta-potty” delivery and payment.
- Work with Publicist and appropriate Scout to advertise the event.
- Work with Supply Coordinator to purchase wreaths, tree preservative, tree bags, wreath bows and other purchases.
- Maintain a tree sale manual and CD with current forms, permission slips, scheduling formats etc. Train a replacement, as needed.

Scheduler

(Non-Committee position: reports to Tree Sale Manager)

Description: Responsible for working with the *Scoutmaster* and *Tree Sale Manager* to create and coordinate parent information sheets and schedule of shifts for sale.

Duties:

- Collect all permission slips and written requests only. Permission slips and requests go to person making the schedule only.
- Coordinate schedule-building in early November, done with *Scoutmaster* and one other adult.

- Create sign in form and distribute schedules and post master and sign in list in shed

Lot Setup & Breakdown Foreperson

(Non board position: reports to Tree Sale Manager)

Description: Works with the *Tree Sale Manager* and Tree Committee to prepare the tree lot for the sale and to coordinate dismantling it at the end of the sale.

Duties: Set up: Secure all needed tools and equipment in advance of the setup day. This includes a truck to transport shed parts from the Old Mill.

The Foreperson is in charge of all lot construction and assembly work on setup day. This person gives the orders, delegates the work, and makes all construction-related decisions. Construction and assembly work includes:

- Laying out the shed panels, setting the foundation, assembling the shed.
- Stringing the lights.
- Staking and assembling the perimeter fence.

Breakdown:

- Coordinate taking down and storing the shed parts, fencing material, light strings etc.
- Confirm that the tree lot is raked and cleared of string, tree branches and other trash from the sale, and as restored to its former condition as possible.
- On breakdown day, balance resources between lot and Old Mill, including keeping the truck moving to and from the lot.

Tree Sale Supply

(Non-Committee position: reports to Tree Sale Manager)

Description: Works with the *Tree Sale Manager* and Tree Committee to secure all needed supplies and inventory in advance of the tree sale. Support Tree Sale Manager as needed.

Tree Sale Treasurer

(Non-Committee position)

See Treasurer job description

Vice Chair

(Committee Position)

Description: Assist the *Chair* where needed especially in those areas where there may be a position vacancy. Works with the *Chair* to develop policy and agenda items and assists with communicating to committee members as well as the larger troop community. Additionally the *Vice Chair* should become familiar with the responsibilities of the *Committee Chair*, however, the Vice Chair is not required to become the Committee Chair unless the Committee Chair is expecting to step down.

Duties:

- Fulfill *Chair* responsibilities on an interim basis should there be a temporary vacancy or the *Chair* be unable to fulfill their term.
- Reviews Committee Handbook and updates as necessary, in coordination with other committee members.
- Takes responsibility, in coordination with the Chair, for overseeing some of the Non Committee positions that normally fall under the Committee Chair job description.

Programmatic Job Descriptions

Scoutmaster



General Information:

Term: At the will of the Chartered Organization

Reports to: Troop Committee

Description: The Scoutmaster is the head of the Troop Program. He is expected to provide guidance and leadership to the Assistant Scoutmasters and the junior leaders. He is responsible for the health and safety of everyone involved in Troop and during scouting activities. He is to ensure that there is adequate supervision at all Troop events and that the Guide to Safe Scouting rules are followed.

Comments: The Scoutmaster sets the tone for the entire Troop and acts as the program director. He is an example to the Troop and community. He is the “adult” face of scouting in the Troop and community.

General duties:

Uniform: Set the example by wearing the uniform correctly.

Behavior: Set the example by living the Scout Oath and Law in your everyday life.

Attendance: Set the example by being an active leader. Be early for meetings and activities. You must find adequate adult leadership if you are not going to be at a meeting or if you suddenly cannot make an event.

Effort: You are expected to give this job your best effort at all times.

Specific duties:

- Ensure that the Guide to Safe Scouting rules are followed during all Troop events
- Recruit, train and supervise assistant scoutmasters
- Assign tasks to assistant scoutmasters and junior assistant scoutmasters
- Ensure adequate training and supervision of junior leaders
 - Evaluate: Senior Patrol Leader, Assistant Senior Patrol Leaders and Junior Assistant Scoutmasters
 - Attend PLC meetings and provide advice and coaching to junior leaders
- Organize and lead a quarterly meeting of Scout leaders, SPL and Committee Chair
- Review troop program (previous and upcoming program)
- Review individual scout advancement status
- Attend all Troop functions or assure there is an adequate and trained replacement
- Attend Troop Committee meetings and along with the Senior Patrol Leader report on the Troop program and discipline issues
- Invite adult volunteers with approval from the committee chair to become an assistant scoutmasters.

Resources:

- You are provided with *The Scoutmaster Handbook*

- The following literature can provide you with great ideas and advice: *Scout Handbook*, *Scoutmaster Handbook*, *Fieldbook*, *Junior Leader Handbook*, *Senior Patrol Leader Handbook*, *Patrol Leader Handbook*, *Woods Wisdom* and the *Troop 272 Policy Book*.

- Also, Scoutmaster Specific and Woodbadge Training can provide you with important tools.

Assistant Scoutmaster



General Information:

Term: At the will of the Scoutmaster

Reports to: Scoutmaster

Description: Assistant Scoutmasters help run the Troop program. Also, he/she may be asked to provide guidance and support to specific junior leaders. He/she is expected to understand and enforce the policies of the Troop and the Boy Scouts of America. Finally, he/she should help to maintain a “safe haven” and protect the health and safety of every scout.

Comments: Assistant Scoutmasters are vital to the success of the Troop. They provide direct service to the Scouts and junior leaders. They set the example and provide positive adult association to the Scouts. All adult volunteers must be invited by the current Scoutmaster with approval of the committee chair to become an Assistant Scoutmaster for the troop.

General duties:

Uniform: Set the example by wearing the uniform correctly.

Behavior: Set the example by living the Scout Oath and Law in your everyday life.

Attendance: Set the example by being an active leader. Be early for meetings and activities. You must find adequate adult leadership if you are not going to be at a meeting or if you suddenly cannot make an event.

Effort: You are expected to give this job your best effort at all times.

Specific duties:

- Ensure that the Guide to Safe Scouting rules are followed during all Troop events
- Regularly attend Troop meetings, trips and service projects
- Attend quarterly Scout leader meetings
- Report on your specific program assignment (Patrol, Service, OA, QM Area...)
- Raise concerns, issues or ideas to improve the Troop program
- Provide guidance, support and coaching to scouts & junior leaders within your program assignment; keep in contact with assigned junior leader(s) as needed
- OA/ Service: OA Troop Representative, Service Instructor
- QM Area: Quartermaster, Assistant Quartermaster(s), Librarian
- Patrol: Patrol Leader, Assistant Patrol Leader, patrol members
 - Theme Adult: Program Specialist assigned to theme, other scouts assigned to theme
- Trip Adult: Assigned Scout

Resources:

- You are provided with *The Scoutmaster Handbook*
- The following literature can provide you with great ideas and advice: *Scout Handbook*, *Scoutmaster Handbook*, *Fieldbook*, *Junior Leader Handbook*, *Senior Patrol Leader Handbook*, *Patrol Leader Handbook*, *Woods Wisdom* and the *Troop 272 Policy Book*.
- Also, Scoutmaster Specific and Woodbadge Training can provide you with important tools.

Venture Advisor/Assistant Scoutmaster



General Information:

Term: At the will of the Chartered Organization

Reports to: Troop Committee

Description: The Advisor is the head of the Crew Program. He is expected to provide guidance and leadership to the Associate Advisor(s) and the officers. He is responsible for the health and safety of everyone involved in Crew and Scouting activities. He is to ensure that there is adequate supervision at all Crew events and that the Guide to Safe Scouting rules are followed.

Comments: The Advisor sets the tone for the entire Crew and acts as the program director. He is an example to the Crew and community. He is the “adult” face of Scouting in the Crew and community.

General duties:

Uniform: Set the example by wearing the uniform correctly.

Behavior: Set the example by living the Scout Oath and Law in your everyday life.

Attendance: Set the example by being an active leader. Be early for meetings and activities. You must find adequate adult leadership if you are not going to be at a meeting or if you suddenly cannot make an event.

Effort: You are expected to give this job your best effort at all times.

Specific duties:

- Ensure that the Guide to Safe Scouting rules are followed during all Crew events
- Recruit, train and supervise Associate Advisors
 - Hold periodic meetings with leaders, Committee Chair and Officers to review Crew Program
 - Assign tasks to Associate Advisors
- Ensure adequate training and supervision of officers
 - Encourage officers to complete Venture Leader Skills Course and Kodiak
 - Attend PLC meetings and provide advice and coaching to officers
- Organize and lead a quarterly meeting of Crew Leaders
- Review Crew program (previous and upcoming program)
- Review individual scout advancement status
- Attend all Crew functions or assure there is an adequate and trained replacement
- Attend Committee meetings and along with the President and report on the Crew program and discipline issues

Resources:

- You are provided with Venture Leader Skills Course Manual
- The following literature can provide you with great ideas and advice: *Ranger Award Handbook*, *Venturer Handbook* and the *Troop 272 Policy Book*.

- Also, Venture Leader Specific, Powderhorn and Woodbadge Training can provide you with important tools.

Merit Badge Counselor

Description: The merit badge counselor is a key player in the Boy Scout advancement program. Merit badge counselors sign up for a specific badge (or badges) and can play a vital role in stirring a young man's curiosity about a particular topic. You must have knowledge and enthusiasm for the merit badge that you are responsible for and the expertise can be professional or informal. Adults are encouraged to share a hobby or area of interest. The job of the merit badge counselor is to oversee that a scout has fulfilled the merit badge requirements.

