

Boy Scout Troop 124 Troop Committee Positions

COMMITTEE CHAIR

Job Description: The Committee Chair is the adult leader who oversees the Troop committee, responsible for planning, scheduling, and conducting Troop committee meetings, as well as recruiting committee members for participation.

Job Obligations:

- Work with the Chartered Organization Representative, Scoutmaster, and other Scout leaders to ensure that the troop is run in accordance with the policies of the Boy Scouts of America and the chartered organization.
- Plan, schedule, and conduct troop committee meetings.
- Attend position-specific training and actively encourage the other adult leaders as well as the youth leaders to attend position-specific training.
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

COMMUNICATIONS CHAIR

Job Description: The Communications Chair records the monthly Troop Committee meeting minutes and sends them to all members of the Troop. Coordinates other communication activities

Job Obligations:

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity
- Conduct the troop resource survey
- Maintain email address list
- Coordinate information for troop website
- Promote the troop with publicity to news organizations
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

TROOP TREASURER

Job Description: The Troop Treasurer will maintain all financial records, handle all money collections and disbursements and advise the Troop Committee on the status of the Troop's finances with monthly written reports.

Job Obligations:

- Handle all troop funds. Pay bills on the recommendation of the Scoutmaster, the elected Committee members and authorization of the Troop Committee
- Maintain checking and savings accounts
- Keep adequate records of all expenses
- Lead in the preparation of the annual troop budget
- Report to the Troop Committee at each meeting
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

ACTIVITIES CHAIR

Job Description: The Activities Chairperson will be the overall coordinator for all of the Troop's non-camping activities during the year. The Committee will have the responsibility to ensure all of the logistical support is in place for each activity the Troop attends.

Job Obligations:

- Implement the calendar of events as voted on by the Troop in August/September
- Find a person or persons to handle the logistical support for an event
- Work with the Transportation Coordinator to ensure there is adequate transportation
- Coordinate three primary functions including Scouting for Food, Scout Sunday and the Circle Ten Scout Show
- Report to the troop committee at each meeting
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

CAMPING CHAIR

Job Description: The Camping Chairperson fills a very important role in the Troop. This person will be the overall coordinator for all of the Troop's camping activities during the year and serves as the Chair for the Camping Committee. This Committee will have the responsibility to ensure all of the logistical support is in place for each camping activity the Troop attends.

Job Obligations:

- Implement the calendar of events as voted on by the Troop in August/September
- Find a person or persons to handle the logistical support for an event
- Help in securing permission to use camping sites
- Work with the Transportation Coordinator to ensure there is adequate transportation
- Promote attendance at troop campouts, camporees, and summer camp to reach the goal of one outing per month
- Secure tour permits for all troop activities
- Report to the troop committee at each meeting
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

ADVANCEMENT CHAIR

Job Description: The Advancement Chair works with the Advancement committee to ensure that all of the Scouts in the Troop are advancing. The Advancement Committee will be broken into three areas of concern: 1) Trail to First Class; 2) First to Life; 3) Life to Eagle. Each of the members will, for their area of concern and under the direction of the Advancement Chair, will track and maintain records of the activities of the Scouts in their area for requirements completed, events attended, merit badges started and completed. They will be the primary point of contact for the Scouts for all matters concerning

advancement. They will verify that all of the necessary requirements are done prior to allowing a Scout to schedule a Scoutmaster Conference. Once these items have been completed they will turn over the information to the Advancement Chair for scheduling of Boards of Review.

Job Obligations:

- Encourage Scouts to advance in rank
- Work with and advise the Advancement Committee on matters concerning advancement and merit badges.
- Maintain the advancement records
- Arrange troop boards of review and courts of honor
- Make a prompt report on the correct form to the council service center when a troop board of review is held. Secure badges and certificates
- Report to the troop committee at each meeting
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

ADULT TRAINING CHAIR

Job Description: This person is responsible for coordinating the adult training within the Troop.

Job Obligations:

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders as well as other adult training
- Maintain training records for all registered adult leaders.
- Coordinate BSA Youth Protection training within the troop so that all adults have up-to-date Youth Protection training
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained.

SCOUT TRAINING CHAIR

Job Description: The Scout Training Chair is responsible for coordinating the Scout training within the Troop.

Job Obligations:

- Ensure troop junior leaders and have opportunities for training
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources
- Work with the district training team in scheduling training for all junior leaders.
- Maintain training records for all Scouts

- Working with the Scoutmaster the Scout Training Chair will ensure that periodic Junior Leader Training is held within the troop and encourage all Scouts to attend
- Encourage Scouts to participate in District, Council and National opportunities for Training by presenting these opportunities to the Scouts
- Encourage Scouts to attend Oak Leaf and Golden Acorn training as needed
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

EQUIPMENT CHAIR

Job Description: The Equipment Chair will work with the Troop Quartermaster on the procurement, storage and maintenance of the Troop's equipment.

Job Obligations:

- Supervise and help the troop procure camping equipment as needed
- Supervise the inventory of the Troop's equipment
- Ensure proper storage and maintenance of all troop equipment
- Work with the Quartermaster to ensure chuck boxes are up-to-date and all equipment is in good working order
- Make periodic safety checks on the Troop's camping gear, and instruct the Troop in the safe use of all outdoor equipment
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained.

MEMBERSHIP CHAIR

Job Description: The Membership Chair is responsible for all the recruiting activities within the Troop and will coordinate visits by new Scouts. The Chair will also ensure that all the necessary paperwork for a new Scout joining the Troop is completed in a timely manner.

Job Obligations:

- Coordinate visits by new Scouts to ensure the best possible visit for both the recruit and the Troop
- Ensure there an adequate number of older Scouts that can meet with the new recruits to explain to them about our Troop and Boy Scouting in general
- Work with the Membership Committee to ensure recruiting activities are being carried out within our District
- Ensure all the paperwork for a new Scout joining the Troop is submitted in a timely manner and that all monies are collected and turned into the Troop Treasurer
- Assist in the charter process each year
- Verify that all new adults wishing to become registered have filled out the appropriate form and paid the necessary fees.

- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained.

WAYS AND MEANS CHAIR

Job Description: The Ways and Means Chair serves as the head of the Ways and Means Committee. This Committee is responsible for planning, organizing and carrying out the fund raising activities of the Troop.

Job Obligations:

- Coordinate the fund raising activities of the Troop as decided by the Troop Committee
- Supervise all fund raising events
- Handle the securing of all materials necessary to carry out a fund raising activity
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained

MERIT BADGE COORDINATOR

Job Description: The Merit Badge Coordinator assists the Advancement Committee by recruiting, validating and maintaining the records for the Troop's Merit Badge Counselors.

Job Obligations:

- Participate in troop committee meetings, as necessary.
- Recruit adults to fill the various Merit Badge Counselor positions within the Troop.
- Ensure the adults wishing to become Merit Badge Counselors meet BSA requirements.
- Assist the adults in filling out the necessary paperwork and ensuring that paperwork is promptly turned in to District.
- Assist the Scouts by assigning them to a Counselor when asked.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained.

TRANSPORTATION CHAIR

Job Description:

The Transportation Chair assists the Program Committee by recruiting adults who can help provide transportation for camp outs and other events that the Troop is involved in. He/she will also ensure that the Troop has driver's license and insurance information on every driver and that a Tour Permit has been obtained.

Job Obligations:

- Participate in troop committee meetings, as necessary.
- Recruit adults to drive for the various events..
- Ensure that an adequate number of drivers and an adequate number of seat belts are available for all the Scouts attending an event.

- Ensure that prior to leaving the ASM or SM in charge has a tour permit, necessary insurance information for each driver and the first aids kits are being taken.
- Though the wearing of the Scout uniform by the Transportation Chair is not required, it is strongly encouraged.
- Be a good role model for the Scouts in the troop, and live by the Scout Oath, Law, Motto, and Slogan.
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained.

HEALTH AND SAFETY CHAIR

Job Description:

The Health and Safety Chair is responsible for collecting health forms for each Scout and registered Adult in the Troop. He/she is also responsible for ensuring that any non-registered adults have at least a Class 1 form on file before attending a camp out or a Class 2/3 form if attending a long-term camp. The Health and Safety Chair will keep up-to-date with the latest BSA policies regarding health forms or other matters relating to the Health and Safety of the Scouts and Adults.

Job Obligations:

- Participate in troop committee meetings, as necessary.
- Collect and maintain a Master Log of all the Scout and Adult Health forms.
- Maintain the traveling copy of each Master Log
- Ensure the Troop First Aid kits are up-to-date and properly stocked.
- Periodically verify that all necessary Class 2 and Class 3 Health forms are current and notify those persons in a timely manner if they are expiring.
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained.

COMMITTEE MEMBER

Job Description:

The Committee Member is an adult who takes an active role in the organization and policies of the troop by participating on the troop committee. The Committee Member also serves on Boards of Review.

Job Obligations:

- Participate in troop committee meetings, as necessary.
- Participate in Boards of Review, as necessary.
- Serve on subcommittees to help support the logistical goals of the Troop.
- Be a registered Adult Leader or Member of Committee and be Youth Protection Trained.

