

## **INTRODUCTION**

Our Troop can only function properly and live up to its full potential if all of the families in the troop actively pitch in to share the responsibility of troop tasks. Our sons benefit from scouting the most by having the best troop and best scouting opportunities that we can help them to create. Scouting is "boy-run" but it still requires a substantial amount of adult support in certain functions, as you can see from the job descriptions. With more than 50 scouts in the troop, our needs have grown, but so have our resources in terms of scouts and families. We endeavor to make these job descriptions concise, the tasks specific and the jobs limited in scope. We ask and expect EACH family to contribute to the life of the troop by taking on ONE JOB. We ask that you commit to the job for one year at a time (September to September). You can repeat in the next year if you like or you can change jobs. We hope and expect that you will find your involvement in the troop and with the other families to be rewarding. The Committee Chair will recruit to fill job openings but we ask that you try to facilitate the hand offs to a successor by always keeping written records and handing off the tasks along with background materials or a notebook or spreadsheets that will help the next person with the transition.

## **TROOP COMMITTEE POSITIONS**

### **C1) TROOP COMMITTEE CHAIR**

- Organize the committee to see that all functions are delegated, coordinated and completed.
- Call, preside over and promote attendance at troop committee meetings and any special meetings that may be called.
- Provide administrative support for the Scoutmaster Corps
- Coordinate with the Council on scheduling, policies, and information flow.
- Serve at the pleasure of the Chartering Organization Representative.

### **C2) CHARTERING ORGANIZATION REPRESENTATIVE**

- Serve as the representative of the Piedmont Community Church.
- Oversee and approve the annual rechartering process.
- (See BSA booklet on C.O.R.)

### **C3) TREASURER**

- Handle all troop funds, disbursing funds on the advice & consent of the Committee Chair or Scoutmaster.
- Maintain all bank accounts
- Lead in the preparation of the annual troop budget
- Report to the troop committee periodically on finances

### **C4) ADVANCEMENT COORDINATOR - Courts of Honor**

- Obtain list of rank advancements and Merit Badges from SM or Advancement Chair prior to COH.
- Coordinate with Council Office in obtaining badges needed for COH.
- Organize badges, cards and pins and write names on cards. Double check all badges are included.

### **C5) ADVANCEMENT COORDINATOR - Eagle Scout Applications**

- Helps inform the scout and his Eagle Advisor of all detailed requirements, expected format and content, missing components and any schedule or protocol issues with respect to submitting the form application or scheduling Eagle Boards of review.
- Receives scout's Eagle recommendation letters.
- Receives and assembles pieces of the Eagle application and submits final proposal to Council on behalf of the Eagle Scout.

### **C6) WOOD SPLITTING - FUNDRAISING COORDINATORS**

- Plans and coordinates the troop's wood chopping, sales and delivery fundraising program.

**C7) JULY 4<sup>th</sup> FUNDRAISING COORDINATORS**

- Explore and develop alternative fundraising possibilities (to supplement wood splitting).
- Ideas include: 4th of July food sales, kettle corn, smoothies, ice cream, pancake breakfast, car wash.

**C8) FRIENDS OF SCOUTING CHAIR ("FOS")**

- Coordinate with the Council's FOS chair to launch the annual Boy Scout fundraising campaign
- Make an annual presentation concerning FOS at the fall parents meeting.
- Interface with troop families to achieve the campaign's goals.

**C9) MEDICAL FORMS COORDINATOR**

- Maintains the original records of all medical authorization forms.
- Provides the Scoutmaster, Summer Camp leader(s) and 50-miler coordinator with copies of all forms for boys who are attending.
- Liaise with individual families to obtain needed medical forms updates & information.

**C10) INSURANCE FORMS COORDINATOR**

- Maintains the original records of all auto insurance information and forms.
- Provides the Scoutmaster and individual Outing Coordinators with compiled insurance data of all drivers to be attached to the Trip Permit.
- Liaise with individual families to obtain needed insurance information.

**C11) WEBELOS RECRUITMENT COORDINATOR**

- Coordinates scheduling of Open House with Council and Packs.
- Invites Packs and Dens to Open House, publicizes event.
- Assists the Senior Patrol Leader and Scoutmaster in planning and hosting visiting new boys and parents at Open House.
- Coordinates follow up contacts with parents, recruits T11 adults to answer questions and follow up.
- Liaises with the Council and Cub Scout Pack Leaders for T11 representation at Arrow of Light / Crossing over ceremonies.

**C12) SCOUTING FOR FOOD COORDINATOR (Nov)**

- Liaises with the Council office to organize the annual food drive
- Liaises with Patrol Leaders to create the duty roster
- Coordinates adult drivers
- Liaises with the SM or Advancement Chair so that service hours are recorded.

**C13) TREE LOT COORDINATORS (Nov & Dec)**

- Liaises with the Council office to organize the lot's operations
- Develops duty rosters of boys and adults for designated shifts and training (adults).
- Follows up with patrol representatives in advance of each shift to insure turn-out.

**C14) COUNCIL RECOGNITION AWARDS and DINNER COORDINATOR**

- Liaise with the Council office concerning dinner plan preparations (March-April)
- Promote dinner attendance to all troop adults (April).
- Solicit timely nominations from T11 for Council, district, and troop awards (March-April)

**C15) COURT OF HONOR & POT LUCK COORDINATOR**

- Coordinate facility reservation(s) at site (Guild Hall) for preferred dates.
- Promote the Court of Honor (website, T meetings, email).
- Send out invitations, collect RSVPs.
- Coordinate pot luck food assignments
- Coordinate PA system arrangements and decorations.
- Oversee the site clean up.

**C16) WEBSITE COORDINATOR**

- Maintain ongoing updates of troop website content to ensure website information is current.
- Maintain "troop" mail distribution list, including: additions, deletions and back up copy.

- Add new content to website on an ongoing basis: photos of outings and accounts.
- Mentor the Scout Webmaster.

### **C17) BOARD OF REVIEW PARTICIPANTS**

- Be one of three board members to meet with advancing Scouts
- Ensure continuity of advancement
- Record "thorns and roses" to be collected for the SM for the good of the troop
- Become familiar with Scouting program and BoR function in the program.
- Be registered member of Troop Committee.

## **ADULT LEADER POSITIONS**

### **S1) SCOUTMASTER**

- Oversees the troop program and all operations where boys are present
- Ensures the health and safety of the troop
- Promotes the advancement of Scouts
- Liaises with the Senior Patrol Leader to provide a well rounded, organized, fun scouting program.
- Organizes and conducts youth leadership training in the troop. Promotes Brownsea.

### **S2) ASSISTANT SCOUTMASTERS**

- Male or female adults engaged in the active service of the troop.
- Preferably, two (2) adults from each "Newbie" class
- Assist the Scoutmaster in creating a fun-filled and well-organized Boy Scouting program.
- Attend meetings, outings, and events when available
- Uniform purchase & basic training required

### **S3) ADULT QUARTERMASTER - (cooking gear)**

- Work with the scout quartermaster ("QM") and Equipment chair on inventory and proper storage and maintenance of cooking gear and patrol boxes.
- Oversee periodic health and safety check on cooking gear.
- Liaise with the Equipment Chair & QM to develop an annual equipment acquisition and maintenance budget for presentation to the troop committee.

### **S4) EQUIPMENT CHAIR -(non-cooking gear)**

- Mentor the QM
- Work with the QM on inventory and proper storage and maintenance of all troop equipment
- Oversee periodic safety checks on all equipment
- Liaise with the Quartermaster, Treasurer and Scoutmaster Corps to develop an annual equipment acquisition and maintenance budget for presentation to the troop committee.

### **S5) SUMMER CAMP LEADER(S)**

- Plan and hold a meeting for all Scouts attending summer camp and their parents.
- Coordinate camp planning including: transportation, collecting camp fees, tent assignments, behavior agreements, medical forms and merit badge preparation.
- Attend summer camp, oversee the activities of scouts, scout leaders and adult chaperones and represent Troop to the camp staff.
- Report camp participation and merit badge qualifications to the Advancement Chair and SM.

### **S6) EAGLE WATCH COORDINATOR**

- Maintain a list of authorized adult Eagle Advisors and provide counsel to all Advisors concerning BSA National requirements for Eagle rank as well as Council policies.
- Maintain list of Life scouts and their birthdays, advisors and project status, and periodically check in with advisors and/or scouts to encourage momentum and realistic awareness of deadlines and lead times.
- Coordinate with the Council office on matters involving Troop Eagle candidates, Eagle Scouts, project reviews and Eagle Boards of Review.

- Liaise with the Troop's Eagle Court of Honor Coordinator.
- Provide guidance to scouts and advisors on Eagle Project and application submissions.
- [Maybe: Plan and host an Eagle orientation meeting for Scouts reaching Life rank and their parents. }
- [Maybe: Prepare, update and disseminate a Troop information packet at the Eagle orientation meeting.]
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### **S7) TRAIL-TO-FIRST-CLASS MENTOR ("TTFC")**

- Works with Advancement Chair and young scouts to keep track of the names, needs and progress of pre-First Class scouts.
- Advises the PLC, Troop Instructors, Troop Guides, and other adult leaders as to which skill requirements need the most attention within the troop.
- Makes suggestions for both meetings and outings on how to teach first class skills effectively and properly and which skills are due for attention.
- Pay special attention to the new scouts in the Spring after they join. Help them understand discrete steps in the advancement process (i.e. demonstrate skills, obtain sign-off in Scout book, request / participate in BOR, participate in Scoutmaster Conference). This process is different from Cub Scouts where parents sign off on requirements. Goal: help them to attain Scout rank at June COH.
- Advise scouts about TTFC programs at summer camps.
- Optional: can include distributed access to TroopMaster database and data entry.

### **Resources:**

There are many training resources available to scouting volunteers, here are a few:

- OnLine Training: (i) Fast Start, (ii) Troop Committee Challenge.
- BSA Publications: (i) Troop Committee Guidebook, (ii) Advancement Committee Guide
- Other volunteers from the troop.
- See Troop 11 website: "Adult Training page" for more info. [www.piedmonttroop11.org](http://www.piedmonttroop11.org)

### **Refinements:**

If you have one of these jobs, and have corrections, additions, suggestions or refinements for the job descriptions, please pass those along so that we can continuously improve this document. It helps us to recruit new people for a position when the job is clearly delineated. Thanks! Provide edits to Mark Dukas or Mary Carter.

**Unused Positions****Committee Positions****ADVANCEMENT CHAIR**

- Help SM maintain the troop's database of all advancement records. (i.e. TroopMaster access)
- Produce and disseminate to the Scoutmaster Corps, Chair, and Senior boy leadership periodic reports concerning individual scout advancement.
- Oversee and determine Scout participation at all boards of review
- Organize and train adult participants for BOR.
- Schedule and oversee all boards of review. Consider having BOR separate from troop meetings.
- Assist the Chartering Organization Representative with the annual re-chartering process.
- Promote advancement with Patrol Leaders
- Report to the troop committee

**NEW PARENT MENTOR**

- Answer questions of New Scout Families.
- Assist in collection of paperwork and checks from new scouts.
- Assist SPL and SM in assignment of new scouts to patrols.
- Assist in parents meeting for new scout, briefing on T11 basics.
- Provide information on summer camps and sign up deadlines.

**EAGLE COURTS OF HONOR COORDINATOR**

- Maintain the compendium of Eagle court of honor ceremonies and scripts.
- Arrange for the preparation of the troop's Eagle Display to be presented as a gift from the troop to each new Eagle Scout.
- Assist the families of Eagle candidates about how to print invitations, programs, make ceremony choices, reserve location for the ceremony, solicit letters of congratulation from dignitaries, and obtain the MacTavish Eagle court of honor props from the Council (?).
- Maintain the chronological database of all Troop Eagle Scouts for use in printing court of honor programs.

**COMMUNITY SERVICE CHAIR**

- Seek out community service opportunities, provide leads to scouts.
- Meet with the PLC periodically to apprise the boy leadership of service opportunities (and/or annual planning meeting).
- Provide information to Webmasters to and email list to disseminate information to the troop's families about service projects.
- Liaise with the Advancement Chair to insure that Scouts' names are recorded as having participated in projects.
- Maintain a list of approved community organizations, contact persons and contact info. (pass this information on to successor).
- Liase with Eagle Watch Coordinator to share information on project possibilities and contact persons.
- Liase with Piedmont Community Church (CO) on service opportunities.
- Help coordinate a significant troop-wide service project at one event or outing per year (5-6 hours worth)<sup>1</sup>

**RE-CHARTER CHAIR**

- Oversees the annual re-chartering process with the Chartering Organization Representative, the Advancement Chair and Troop Committee Chair (Dec).
- Administers the troop's annual certification as a Quality Unit (Dec).
- Administer Troops annual certifications during Centennial Awards Quality Unit program (Dec).

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<sup>1</sup> T1 does a big service project on their Yosemite outing and as a return favor, the Park lets them stay in an un-publicized but very nice group camp in the Valley.

**CHAPLAIN**

- Give guidance to the Chaplain Aide.
- Organize and promote an effective religious awards program within the troop.
- Report annually on the program at the All-Family meeting
- Encourage boys to earn their appropriate religious emblems.

**Adult Leader Positions****OUTDOOR ACTIVITIES CHAIR**

- Recruit one adult and one scout leader to plan and lead each outing (ongoing process). Fill holes as needed in outing leadership.
- Mentor, train and follow up with outing leaders as needed concerning steps in planning outings, (including medical forms binder, obtaining tour permits, permission slips, organizing carpools, collecting and reimbursing food monies, obtaining troop equipment, checklists, etc.). (binder system).
- Help as needed in securing permission or reservation to use camping sites
- Promote the National Camping Award
- Maintain list of and develop information on possible new camping destinations (i.e. SM Roundtable-other troops, OA, Steinstra column.).
- Attend annual troop planning session and present ideas for camping program.
- Maintain library of binders from completed outings.
- Provide information and promote High Adventure Bases, Philmont to scouts and parents.
- Promote annual "peak experience" outing, (i.e. Half Dome '06), recruit leaders for same.
- Mentors older scouts and PLC to suggest and help plan new and creative senior scout outings.

**SUMMER SCOUTING CHAIR**

- Liaise with the SM and PLC to select the camps for the future three summers.
- Collect and share information concerning National Jamborees, Philmont and OA programs and schedules.
- Collect and share dates and promote Brownsea training programs.
- Liaise with the High Sierra Coordinator for scheduling summer backpack trips.
- Liaise with the Treasurer to make payments and to secure reservations.
- Liaise with Outdoor Activities Chair to recruit top-notch, trained individuals for camp leadership.

**HIGH SIERRA & VENTURE COORDINATOR**

- Plan and organize summer backpack treks
- Either lead or arrange for qualified leadership for all summer treks.
- Liaise with the Training Chair to qualify the troop's Assistant Scoutmasters for HAT
- Ensure that no adult is assigned as a summer trek leader who has not been HAT certified.
- Hosts an annual gathering of the troop's HAT qualified adults, Scoutmaster and Committee Chair to discuss ideas for future treks.

**ADULT TRAINING CHAIR / ASM RECRUITER**

- Help recruit ASM candidates and assist them in finding and scheduling training.
- Follow up to ensure troop leaders and committee members are all trained.
- Provide dates and promote supplemental training such as HAT, Woodbadge, Safe Swim, Safety Afloat, University of Scouting, Philmont training, etc.
- Promote training to Parents: Fast Start and Youth Protection training (available online).

**PLC MENTOR**

- Assist in SPL in scheduling meetings, preparing agenda and troop meeting plans.
- Act as collection point for suggested agenda items from adults, maintain list, supply to SPL.
- Attend PLC meetings in addition to SM.
- Assist Scribe on preparing minutes, as needed. Comment as needed. Maintain file.
- Assist SPL and PLC in tracking follow-up items
- Assist SPL/ASPL in offering ideas and sources for new games and activities in Troop meetings.