



Troop Committee Adult Leadership Positions



The Troop committee is comprised of adults volunteering their time and effort to help the Troop run efficiently and provide the best scouting experience for the Scouts. In the committee there are duties that need to be performed to accomplish this goal. The people volunteering for these positions need to commit to covering the responsibilities of that position to the best of their ability. Any issues or concerns regarding the required duties need to be brought to the attention of the Committee Chair in a timely manner so that decisions can be made and additional assistance can be obtained.

Everyone has personal commitments and can not be available 24x7 but the Troop does expect the volunteer to communicate conflicts or issues in a timely manner so they can be resolved. When help is needed all anyone has to do is ask, we are all here to help one another at all times.

Not every committee member has to have a “position with duties”. Other adults can be committee members who come to the committee meetings and be part of the discussions and decisions. Every committee member has voting rights on policies and decision for the Troop.

All committee members with defined roles need to make every effort to attend the monthly committee meetings. For those with defined roles, if you can not attend a meeting, you must contact the Committee Chairperson prior to the meeting.

PLEASE NOTE: The label of “Coordinator” or “Chairperson” means responsible for making sure items are covered in that position, not necessarily doing everything within that area.

BSA defined positions:

- Committee Chairperson – Leader of the Troop Committee
- Secretary – Keeps the troops records and minutes of Committee meetings
- Treasurer – Handles the financial aspects of the troop
- Outdoor / Activities Coordinator – Coordinates Troop activities
- Advancement Coordinator – Handles the Scout advancement records
- Chaplain – Coordinates the spiritual aspects of the Troop
- Training Coordinator – Coordinates the adult training
- Equipment Coordinator – Handles the troop trailer and coordinates with Scout Quartermasters
- Recruiting Coordinator – Coordinates the recruiting efforts

Troop 49 defined positions:

- Fundraising Coordinator – Coordinates Troop fund raising opportunities
- Court of Honor Coordinator – Coordinates the COH’s held during the year
- Public Relations Coordinator – Coordinates communication with local media regarding events
- High Adventure Coordinator – Coordinates High Adventure trips
- Newsletter Coordinator – Creates and distributes a monthly newsletter to the Scouts and parents
- Medical Coordinator – Collects and organizes medical forms from Scouts and Adults
- Order of the Arrow Advisor – Coordinator of OA Troop functions
- Webmaster – Maintains troop website, helps coordinate recharter questionnaire

Troop 49 Committee Positions

Youth Leadership Positions:

The positions below are not committee roles but are critical to the operation of the Troop.

- Scoutmaster – Works with the Scouts as the lead adult role. The Scoutmaster works for Charter Organization Rep and Charter Executive and reports to the committee. The Scoutmaster defines the roles and responsibilities of the ASM's and Jr. ASM's.
- Assistant Scoutmaster – Must have completed Scoutmaster/Assistant Scoutmaster Specific Training (Oakleaf training). Is chosen/selected/approved by the Scoutmaster. Works for and reports to the Scoutmaster to help work with the Scouts.
- Jr. Assistant Scoutmaster - Older Scouts assigned by the Scoutmaster, typically Eagle scouts



Committee Chairperson

Roles and Responsibilities:

- Organize the 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.
- Prepare troop committee meeting agendas.
- Call, preside over, and promote attendance at monthly troop committee meetings and any special meetings that may be called.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.
- Maintain registration records for Scouts and Adults.
- Coordinates Friends of Scouting campaign with District FOS committee.



Secretary

Roles and Responsibilities:

- Keep minutes of meetings and send out committee meeting notices no later than 7 days after meetings.
- Coordinates the troop resource survey. Distributes completed surveys to appropriate leaders.
- At each meeting, report the minutes of the previous meeting.
- Maintain Troop committee records and policies



Treasurer

Roles and Responsibilities:

- Handle all troop funds. Pay bills on authorization of the troop committee.
- Maintain checking and savings accounts.
- Maintains a list of authorized co-signers for troop checking account. Can provide this list to troop committee upon request.
- Keep accurate records for the Troop Accounts
- Can provide an account balance upon request.
- Notifies scouts 6 months prior to their 18th birthday to either notify them of a negative balance or of a positive balance and give advice of what they should do.
- Maintain records for Scouts accounts and notify Scouts when funds are low.
- Lead in the preparation of the annual troop budget.
- Make sure funds are used in compliance with current Troop Policies.
- Tracks fundraising amounts of scouts to ensure scouts are complying with troop policy on \$125 minimum amount.
- Report to the troop committee each meeting.



Outdoor / Activities Coordinator

Roles and Responsibilities:

Note there are a number of responsibilities that are typically delegated to each activity/outing leader.

- Assist in securing permission to use camping sites.
- Promote a monthly outdoor program.
- Promote the National Outdoor Award.
- Promote attendance at troop campouts, camp-o-ree, and summer camp to reach the goal of an outing per month.
- Confirm that the event coordinator has secured a tour permit when needed.
- Ensure that the event coordinator has checked to see if volunteer camp leaders have been trained (Request status from Training Coordinator)
- Report to the troop committee at each meeting.



Advancement Coordinator

Roles and Responsibilities:

- Encourage scouts to advance in rank.
- Handle merit badge presentations at the courts of honor.
- Informs troop leadership and scout on any advancement changes.
- Track scouts camping nights.
- Track scouts service hours.
- 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.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee at each meeting.



Chaplain

Roles and Responsibilities:

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide(s).
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in times of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Inform Scouts about upcoming Chaplain's Aid training.
- Report to the troop committee at each meeting.



Training Coordinator

Roles and Responsibilities:

- Promote troop leaders and committee members on opportunities for training
- Ensure troop leaders and committee members are trained in their respective areas.
- Maintain an inventory of up-to-date training materials, and other resources.
- Ensure all required adults are BSA Youth Protection trained, and give notice when training expiration is approaching. (replace prior line)
- Maintain a list of volunteers that are trained in specific areas.
- Ensure troop representation at monthly roundtables
- Ensure the Troop has trained individuals for camp leadership
- Report to the troop committee at each meeting.



Equipment Coordinator

Roles and Responsibilities:

- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage scouts in the safe use of all outdoor equipment.
- Ensures that the troop trailer and gear is available to troop quartermasters for scheduled maintenance.
- Report to the troop committee at each meeting.



Recruitment Coordinator

Roles and Responsibilities:

- Maintains contacts with local Pack Leaders and Webelos II den leaders
- Assist/Attend Webelos II cross-over activities
- Organizes Open House events and communicates dates with Webelos II den leaders
- Maintains Troop brochures and informational booklets for Webelos scouts and parents
- Plan an annual new family meet and greet night for the Troop.
- Report to the Troop committee at each meeting.



Fundraising Coordinator

Roles and Responsibilities:

- Coordinate Troop fundraising activities including obtaining necessary permits from local council office.
- Generate new fundraising opportunities as necessary to fund the Troop.
- Ensure that all fundraising activities are in line with council and/or national guidelines.
- Report to the Treasurer all details of financial information from fundraising.
- Report to the Troop committee at each meeting.



Court of Honor Coordinator

Roles and Responsibilities:

- Work with the Scouts to organize the Court Of Honor's held during the year.
- Reports costs to the Treasurer.
- Coordinate with Treasurer an annual budget.
- Report to the Troop committee as applicable.



Public Relations Coordinator

Roles and Responsibilities:

- Coordinates communication with local media outlets regarding Troop events and activities in the community.



High Adventure Coordinator

Roles and Responsibilities:

May or may not be separate from Activities Chair.

- Coordinates High Adventure planning for the Troop.
- Helps scouts plan and coordinate HA trips.
- Report to the Troop committee as applicable.



Newsletter Coordinator

Roles and Responsibilities:

- Creates and distributes a monthly newsletter to the Scouts and parents
- Ensures newsletters are posted on the troop website
- Works with Historians on the monthly newsletter.



Medical Record Coordinator

Roles and Responsibilities:

- Maintains a database of Medical forms submitted by Scouts and Adults.
- Helps Troop maintain confidentiality of medical forms as appropriate.
- Communicates to parents in a timely manner for medical forms that will expire.
- Makes available all new medical forms with an explanation to the troop.
- Supplies a copy of Scout and Adult medical forms to Outing/Activity leader and/or Health officer designated for a campout.
- Report to the Troop committee as necessary.



Webmaster

Roles and Responsibilities:

- Maintains troop website
- Enters updated scout/parents information to website in a timely manner, ie: names, address, email, phone number.
- Helps coordinate annual recharter questionnaire. Questionnaire is to see who wants to stay on the troop charter and if any of their personal contact information has changed.



Scoutmaster

Overview:

- The Charter Executive directs the Troop committee how to pick or elect a Scoutmaster for the troop.
- The Scoutmaster works with the Scouts as the lead adult role.
- The Scoutmaster reports to the troop committee.
- The Scoutmaster defines the roles and responsibilities of the ASM's and Jr. ASM's and delegates tasks as applicable to ensure the scouts have the support and opportunities they need to grow into good adults and citizens.
- Is responsible for all scout related functions/activities.
- The Scoutmaster coordinates the annual Troop Leadership Training for the scouts.

Troop 49 Committee Expectations of a Scoutmaster:

- Commitment to the ideals of Scouting
- High moral standards
- Ability to relate to boys
- Ability to keep a "cool head" under pressure
- Good organizational skills
- Ability to relate to and interact with adults
- Flexibility and the ability to compromise
- Good planning ability
- High energy level
- Good attention to detail
- Ensures that all BSA policies and guidelines are followed at all times.

NOTE: There is no Troop committee definition for Assistant Scoutmasters or Jr. Assistant Scoutmasters. As noted above those roles are defined and controlled by the Scoutmaster, not the committee.