

Troop 1519 Adult Committee Position Descriptions

Chairperson (Greg Mandt)

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.

Ensure that the troop adheres to the policies of the Chartered Organization.

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 roundtables.

Recruit top-notch, individuals for adult leadership, working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourage adult leaders to get trained.

Ensure that new youth members are promptly registered with the Council Service center, and that new Scout families receive the Troop's new member information packet.

Arrange for charter review, recharter annually and plan the charter presentation.

Maintain a close relationship with the chartered organization representative and the Scoutmaster.

Chartered Organization Representative (Jim King)

Act as liaison to Hayfield Citizens Association.

Approve all adult leaders applications, and work with Committee Chairman to check references of all adult leader applicants.

Treasurer (available)

Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.

Maintain checking account.

Train and supervise the troop scribe in record keeping.

Keep adequate records

Supervise money-earning projects, including obtaining proper authorizations. Coordinate the fundraising activities of fund raising coordinators as required.

Lead in the preparation of the annual troop budget.

Report to the troop committee at each meeting. If not in attendance, submit written report.

Event Coordinator Chairperson (available)

Help assigned patrol in securing permission to use camping sites.

Serve as transportation coordinator..

Promote attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month. Report attendance to the Troop Scribe.

Secure tour permits for all troop activities.

Report to the troop committee at each meeting. If not in attendance, submit written report.

Advancement Chairperson (Patty Hull)

Encourage Scouts to advance in rank.

Work with the troop scribe to maintain all Scout advancement records in Troopmaster.

Arrange quarterly troop board 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.

Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.

Merit Badge Counselor Coordinator (Debbie Rogers)

Develop and maintain a merit badge counselor list.

Eagle Scout Adviser/Coordinator (Leo Picard)

Advise Eagle Scout candidates on the general process of applying for Eagle Scout rank.

Advise Eagle Scout candidates on service projects; assist with paperwork preparation.

Conduct Life to Eagle transition orientation to new Life scouts, providing Council workbooks.

Coordinate Eagle Boards of Review with District Advancement Committee.

Assist Eagle Scout families with Eagle Court of Honor planning.

Training Coordinator (available)

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.

Be responsible for BSA Youth Protection training within the troop.

Encourage periodic junior leader training within the troop and at the council and national levels.

Maintain training records in Troopmaster.

Report to the troop committee at each meeting. If not in attendance, submit written report.

Equipment Coordinator (Quartermaster) (available)

Supervise and assist the Troop Quartermaster in procuring camping equipment and supplies.

Advise Troop Quartermaster on inventory, maintenance, purchase, and storage of Troop equipment.

Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.

Report to the troop committee at each meeting. If not in attendance, submit written report.

Membership Chairperson (available)

Coordinate general recruiting efforts (e.g., Council/District-sponsored events, ""Bring a Friend""). Plans and conducts regular Troop recruiting efforts.

Maintain contact with Pack 1519 and other local Cub Packs; Train Den Chiefs.

Works with Cub Scout Pack Leadership to plan Webelos visits and Crossover planning.

Contact inactive Scouts and encourage them to become active again.

Maintain roster of scouts and scouters in Troopmaster.

Report to the troop committee at each meeting. If not in attendance, submit written report.

Health & Safety Chairperson (available)

Collect and maintain Health forms necessary for summer camp and other Troop activities.

Maintain Troop first aid kit, including replacing expired items.

Assist the Troop Instructor in planning First Aid training/skill instruction.

Interpret BSA Guide To Safe Scouting to the Committee and Troop Leaders.

Board of Review Coordinator (Donna Cunningham)

Be point of contact for scouts to request a board of review.

Assign adult committee members to boards of review.

Ensure advancement paperwork is completed and provided to advancement chairperson.

Troop Committee Member At Large (all welcome to help)

Attend troop committee meetings and participate in decision making.

Serve on Troop boards of review.