

BOY SCOUT TROOP



COMMITTEE ORGANIZATION

Pantano Baptist Church - Tucson, AZ

Last revised: 12.22.04

COMMITTEE JOB DESCRIPTION: *SUPPORT THE TROOP & SCOUTMASTER!*

Scouts are responsible for their own program through proper planning & use of resources. One of the resources available to them are their Parents & adult volunteers. Scouts rely on us to provide transportation, equipment, fund-raising opportunities & a Scoutmaster.

A fully staffed & functioning Troop Committee can help the Troop run an effective program without any one person having to do all the work. To keep the Troop Committee fully staffed we need to add new people as our existing members move on in life. Troop Committee Chairpersons serve terms of one year (Sept. to Sept.) & are appointed by the Committee Chairman. The Committee Chairman may create ad Hoc Committees & special assignments as necessary.

Adult Leader Training is required for all adults who want to be involved in the program on a weekly basis as an Assistant Scoutmaster. The training is available to all adults & we encourage all committee members to attend the next available Scout Leader Basic Training Program. This training gives you the basic skills & methods of Boy Scouting, which will give you a good understanding of the total program.

All parents are encouraged to register in the Troop & participate on Subcommittees. The registration fee for adults joining the Troop is \$10.00 a year. Registered adults will receive the Scouting magazine quarterly & will be covered by the Catalina Council insurance program while on Troop outings.

Troop Committee Meetings are held the 2nd Monday night of each month at Pantano Baptist Church at 7:00 PM. All Troop Leaders & Adults are invited to the Troop Committee Meeting.

Scoutmaster Planning Meetings are held at 7:00 PM on the 3rd Thursday of each month at Pantano Baptist Church and other locations as determined by the Scoutmaster. All Leaders & involved adults should attend at this time.

TROOP COMMITTEE JOB DESCRIPTIONS

Adults in the following positions must be registered as an adult leader with the Troop:

Chartered Organization Representative ('COR') - Karla Clodfelter

Is a member of the chartering organization.
Maintains a close liaison with the Troop Committee Chairperson.
Helps recruit adult leadership.
Serves as liaison between the Troop & the sponsoring organization.
Promotes the recruiting of new members.
Assists with Troop rechartering.
Encourages service to the sponsor organization.
Is an active & involved member of the district committee.
Relays relevant info each month to the Newsletter Chair & Webmaster Advisor.

Troop Committee Chairperson ('TCC') - William "Bill" Arnold

Organizes the Troop Committee
Insures all functions are delegated, coordinated & completed.
Maintains a close relationship with the COR
Keeps the COR informed of the needs of the Troop.
Confers with the Scoutmaster on policy matters
Supervises Troop Committee operations by:
Calls for & presides at the monthly Troop Committee meeting.
Assigns duties to & helps train Committee members.
Helps plan for Troop charter review & registration.
Works with the COR to provide adequate facilities for Troop meetings.
Insures that adequate financial records are maintained.
Oversees & approves fund-raisers.
Assumes the active direction of the Troop, if the Scoutmaster is unable to serve, until a successor is recruited & commissioned.
Relays relevant info each month to the Newsletter Chair & Webmaster Advisor.

Secretary ('SEC') - Shay Landes

Drafts correspondence for the Troop (letters of appreciation, reservations, etc.)
Works with the TCC to draft & distribute the agenda for monthly Committee meetings.
Notify members of monthly Troop Committee meetings.
Attend the monthly Troop Committee meeting, keep notes & type up minutes to be distributed at the upcoming Troop meeting.

Treasurer ('TREAS') - Eric Thomsen

Helps the Committee in establishing a sound financial program for the Troop through the creation & adoption of an annual Troop budget.
Leads in the preparation of the annual budget.
Maintains the bank accounts in the name of the Troop & Venture Crew.
Maintains individual Scout accounts.
Approves budget expenditures.
Maintains all Troop records in an electronic format transferable to other platforms.
Keeps up-to-date records. Enters all income & expenditures under proper line items.
Makes monthly reports on the Troop's financial condition (P&L / YTD comparison reports, etc.) & participates in the monthly Troop Committee meeting.
Relays relevant info each month to the Newsletter Chair & Webmaster Advisor.

Membership Chair ('MC') - Dawn Daniels

Maintains membership roster (Troopmaster software module)
Assists COR & CC in the annual Troop re-charter.
Makes preparations for, & is charge of, re-charter night in October.
Assists in coordination with local Cub Packs for transition to the Troop.
Conducts the Troop resource survey (concurrent with rechartering)
Ensures that every family has a troop related job.
Works with the CC to fill vacant leader positions.
(cont.)

Collects Medical forms from all Scouts & Leaders (concurrent with rechartering)
Relays relevant info each month to the Newsletter Chair & Webmaster Advisor.

Advancement Chair ('AC') - Keith Rollinson

Oversees the Board of Review process.
Advises & assists the Advancement Review Board.
Checks each Scout's individual record periodically to ensure they are kept up-to-date.
Conducts progress reviews with Scouts who are not advancing.
Works with each Scout to help him establish personal advancement goals.
Helps to acquire & maintain a list of Merit Badge Counselors.
Works with the SM & SPL in conducting Courts of Honor (Minimum of Fall & Winter).
Ensures that all completed merit badges, rank advancement, service time & event attendance records are entered into Troopmaster.
Prior to each Court of Honor prints a Troop Advancement Report, along with a Court of Honor report & a council shopping list.
Prior to each Court of Honor, purchases awards, merit badges & rank advancement patches; fills out merit badge cards & prepares them for presentation.
Keeps an accurate 'backup' Troop Advancement & Court of Honor record book.
Enters Scout advancement into Troopmaster after Scoutmaster conferences & prints out/delivers Boards of Review & Individual History reports for Boards of Review.
"Backs up" Troopmaster after each use.
Relays relevant info each month to the Newsletter Chair & Webmaster Advisor.

Outdoor Activities Chair ('AC') - Chris Levrenz

The AC runs the business end of events - not the program (unless asked by the SM)
Recruits Trip Leaders & Event Chairpersons.
Responsible for coaching the Trip Leaders & Event Chairpersons to ensure that they understand what is needed & that the relevant planning is handled in a timely manner.
Acts as liaison to Troop Committee for all events & activities.
Is responsible for ensuring records of attendance, & service time, for all activities & events are forwarded to the AC.
Collects Medication/Allergy forms on a trip by trip basis.
Collects parent permission & liability waiver forms on a trip by trip basis.
Ensures that Trip Leaders have up to date medical forms & medication/allergy forms for their trip.
Relays relevant info each month to the Newsletter Chair & Webmaster Advisor.

Fund Raising Co - Chairs ('FC') - Dawn Daniels & Debbie Faulkenbery

Recruits parents to chair various fund-raisers.
Advises fund-raiser chairs.
Insures that fund-raisers start on time & that budgeted revenue targets are met.
Documents each fundraising event (budgeted income/expense v. actual income/expense) & submits a written report with these details at next Committee Meeting.
In conjunction with the Treasurer & the annual Troop Activity Plan; creates an annual Fundraising Plan to insure that revenue meets or exceeds budgeted expenses.
Relays relevant info each month to the Newsletter Chair & Webmaster advisor for publication.

Historian Advisor ('HA') - Vicki Kraemer

Works with and advises the "Troop Historian"
Helps Document each outing and event for cataloguing a 'history' of the Troops activities.
Submits a report at each Committee Meeting.
In conjunction with the Treasurer & the Fundraising CoChairs; creates an annual Fundraiser related to the work done over the course of the previous year.

Webmaster Advisor ('WA') - Paul Smith

Works with and advises the "Troop Webmaster"
Helps update, maintain and create the Troop Website.
Submits a report at each Committee Meeting.
In conjunction with the Treasurer & the Fundraising CoChairs; creates an annual Fundraiser related to the website.