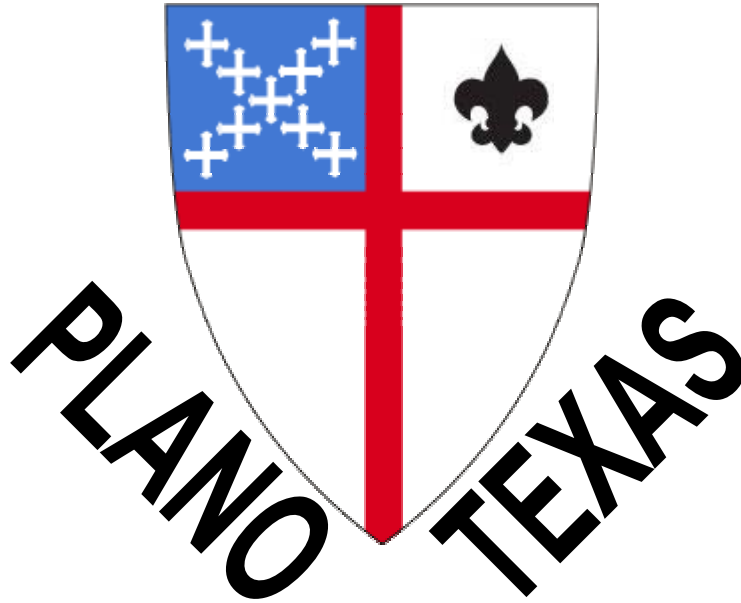


TROOP 219



POSITION RESPONSIBILITIES

POSITION RESPONSIBILITIES

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POSITION RESPONSIBILITIES

The Troop leadership is comprised of adults and parents who are interested in the success of Troop 219 and Scouting. The Troop Committee conducts the business end of the Troop's operations. It is the Troop's "Board of Directors" and works on behalf of the Chartered Organization to support the Troop by ensuring a quality scouting program. Each member of the Troop Committee has specific responsibilities, thus dividing the whole job among the committee members. Parents are encouraged to join and/or attend committee meetings. Among the responsibilities of the Troop Committee and the individual members are:

General Responsibilities for all Committee Members

- Ensure that quality leadership is recruited and trained. In the event the Scoutmaster is absent, a qualified assistant Scoutmaster is assigned. If the Scoutmaster is unable to serve, a replacement is recruited.
- Provide adequate meeting facilities.
- Advise the Scoutmaster on policies relating to Boy Scouting and the Chartering Organization.
- Support leaders in carrying out the program.
- Obtain, maintain, and properly care for troop property.
- Ensure the troop has an outdoor program (minimum 10 days and nights per year).
- Serve on Boards of Review and support Courts of Honor.
- Review Eagle Projects brought to the Committee.
- Support the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provide for the special needs and assistance some boys may require.
- Help with the Friends of Scouting campaign.
- Assist the Scoutmaster with handling boy behavior problems.
- Ensure finances, adequate funds, and disbursements are in line with the approved budget plan.
- Carry out the policies and regulations of the Boy Scouts of America

The following are the individual duties and responsibilities of the Troop Committee Members. This is not intended to be a complete list; rather a list of the more commonly performed functions or responsibilities of the individual committee positions. The Troop Committee consists of the following positions:

Troop Committee Chair

- Organizes the committee to see that all functions are delegated, coordinated, and completed.
- Maintains a close relationship with the Chartered Organization Representative and the Scoutmaster.
- Interprets national and local policies to the troop.
- Ensures that the troop adheres to the policies of the Chartered Organization.
- Prepares Troop Committee meeting agendas.

POSITION RESPONSIBILITIES

- Calls, preside overs, and promotes attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Recruits top-notch individuals for adult leadership, working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourages adult leaders to get trained.
- Arranges for charter review, re-charters annually and plans the charter presentation in conjunction with the Chartered Organization Representative.
- Coordinates Eagle Boards of Review with the District Advancement Chair.
- Establishes other committee positions and recruits leaders as needed.
- Attends the quarterly Scoutmaster/Assistant Scoutmaster meetings.
- Coordinates with the Scoutmaster to:
 - Ensure troop representation at monthly roundtables.
 - Schedule Friends of Scouting Presentation.
 - Make facility arrangements for troop meetings, committee meetings, and Courts of Honor.
 - 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.

Troop Committee Secretary

- Attends all Troop Committee meetings, recording the minutes, with special emphasis on decisions made, and action items identified.
- Transcribes and distributes copies of the minutes to all registered adult leaders as soon as possible following committee meetings to ensure committee members follow up on action items.
- Handles troop correspondence as needed.
- Conducts the bi-annual troop resource survey.
- Conducts, as scouts join the troop, the new parent resource survey.

Troop Committee Treasurer

- Handles all troop funds. Pays bills on recommendation of the Scoutmaster and the authorization of the Troop Committee.
- Maintains checking and savings accounts.
- Supervises money-earning projects in coordination with fund raising coordinator. Ensures proper authorization is secured prior to the onset of money-earning projects.
- Supervises the scout accounts and handles distribution of Scout account funds.
- Leads the preparation of the annual troop budget.
- Facilitates a budget update by the Troop Committee twice a year (e.g., around the January/February and July/August Committee Meetings).
- Prepares the final checks to support the annual re-chartering process.
- Reports the status of the troop's finances to the Troop Committee at each meeting.

POSITION RESPONSIBILITIES

- Collects Medication/Allergy forms, trip deposits and payments, and permission slips for all Troop outings.

Advancement Committee Chair

- Maintains all data in Troopmaster, such as personal data and years of service on all registered youth and adults, advancement data on registered youth, troop merit badge counselor data, leadership position data, plus data on additional interested parties. Gathers data from other troop leaders for entering into Troopmaster as required or appropriate.
- Encourages Scouts to advance in rank.
- Arranges troop boards of review for rank advancements prior to quarterly troop Courts of Honor.
- Provides information to the Scoutmaster at least annually to facilitate an individual Scoutmaster Conference with each scout to review advancement information and troop involvement.
- Makes a prompt report using the correct form to the Council Service Center when a troop board of review is held.
- Purchases and coordinates the distribution of awards, recognitions, and service stars.
- Works with the Life-to-Eagle Chair to ensure Life Scout records are in order to support the Scout's advancement to Eagle Scout.
- Works with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature.
- Develops and maintains a current list of qualified leaders to serve as merit badge counselors for the troop. Ensures that proper registration paperwork is submitted to the district and council offices.
- Provides the Scoutmaster a list of counselors to use when working with the Scouts.
- Reports to the Troop Committee on advancement activities at each meeting.

Adult Award and Training Coordinator

- Coordinates with the Advancement Chair to:
 - Ensure troop leaders and committee members have opportunities for training.
 - Maintain an up-to-date inventory of the unit's training status and future needs Scouters may need.
 - Maintain an up-to-date inventory of the awards Scouters have earned, are working towards, and/or are eligible to receive.
- Works with the district training team to schedule Fast Start training for all new leaders.
- Encourages adult leaders to attend BSA Youth Protection training.
- Notifies adult leaders when their training is about to expire.
- Assists in obtaining recertification or retraining.
- Reports on leaders awards / training to the Troop Committee at least semi-annually.

POSITION RESPONSIBILITIES

Life-to-Eagle Scout Chair *(Could be an Assistant Soutmaster)*

- Meets on an as-needed basis with the Eagle Scout candidate prior to his initiating his Eagle Scout project. This meeting should serve as an idea gathering/planning session to start the Scout working on his project.
 - Reviews with the Eagle Scout candidate his proposal for his project prior to his meeting with the Troop Committee and the district Eagle Scout board representative.
 - Along with the Scoutmasters, helps Life Scouts plan their merit badge advancement to accomplish that portion of their advancement on time.
 - Reviews the Eagle Scout candidate's final package including his application and project write-up prior to submission to the board of review.
 - Prepares and requests letters of recommendation for each Eagle Scout candidate.
 - Works with the Scoutmaster, Treasurer, and Committee Chair to ensure letters of recognition are requested and ensure the application for NESA membership is made.
 - Reports on the progress of Life Scouts to the Troop Committee at least semi-annually.
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Outings Chair

- Organizes and maintains the troop transportation roster containing a current list of qualified adult drivers, vehicle and insurance information, number of seats with seat belts, home and cell phone numbers.
- Coordinates the planning and organizing of troop outings with Scoutmaster, Assistant Scoutmasters, and patrol leaders' council.
- Makes reservations for facilities or equipment.
- Prepares and distributes announcement about events, including permission slips.
- Organizes transportation of troop equipment and personnel for all Scout functions.
- Prepares packet of paperwork to be taken on activity or outing, including tour permit, list of participants, registration forms/permission slips, and health forms. Provides packet to Scoutmaster or Acting Scoutmaster for the activity/outing.
- Provides maps to drivers and families of all Scouts participating.
- Coordinates the completion of the Local or National Tour Permit for all outings.
- Ensures a monthly outdoor program, making it possible for all Scouts to experience at least 10 days and nights of camping each year.
- Maintains Camping Log and applies for National Camping Award in coordination with Advancement Chair.
- Conducts all activities/outings under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.
- Reports on up coming activities/outings to the Troop Committee at each meeting.

Summer Camp Coordinator *(Could be an Assistant Soutmaster)*

- Researches council and other camps in preparation for going to summer camp.
- Presents information on camp(s) to be considered for selection in summer camp planning to the patrol leaders council and the Troop Committee.

POSITION RESPONSIBILITIES

- Once camp is selected, prepares publicity sheet for families containing: dates, name and address of camp, cost and payment schedule, date for camping meeting.
- Obtains and distributes medical and other camp forms.
- Works with the Scoutmaster in recruiting and preparing adult leadership for camp.
- Organizes transportation based on needs.
- Develops with Treasurer a record-keeping process for summer camp payments.
- Assists in preparation of appropriate Tour Permit.
- Reports on summer camp activities to the Troop Committee at least quarterly.

Communications / Newsletter Editor

- Prepares a quarterly family newsletter of troop events and activities, gathering articles from each member of the Troop Committee responsible for specific programs.
- Encourages Scouts to contribute articles.
- Establishes a deadline for articles.
- Distributes the newsletter via postal mail and electronic mail (by the Troop meeting following the deadline) to ensure widest exposure.
- Coordinates Troop publicity, including placing notices in local newspapers.
- Reports any communications and newsletter items to the Troop Committee at each meeting.

Fundraising Chair

- Identifies appropriate fundraising activities with the support of the Troop Committee and the patrol leaders council that meet the needs of the troop.
- Secures the necessary approvals to proceed with projects.
- Ensures the fundraising activities are conducted and help is recruited as necessary.
- Publicizes to the troop and the community the specifics of the money-earning project.
- Reports on the fundraising activities to the Troop Committee at each meeting.

Popcorn Sales Coordinator

- Coordinates annual Popcorn fundraiser; ensures all paperwork is filed with District Popcorn Chairman and completed on time.
- Develops and organizes the various steps of the project and publishes to those involved.
- Ensures payments are collected and forwarded to the Treasurer for submission to the Council office on time.
- Reports to the Fund Raising Chair during sales campaign.

Greenery Sales Coordinator

- Coordinates annual Greenery fundraiser; ensures all paperwork is filed and completed on time.

POSITION RESPONSIBILITIES

- Develops and organizes the various steps of the project and publishes to those involved.
- Ensures payments are collected and forwarded to the Treasurer for payment of the Greenery Sales.
- Reports to the Fund Raising Chair during sales campaign.

Garage Sales Coordinator

- Coordinates the Garage Sale; ensures all paperwork is filed with the Church and that the Church property can be used.
- Develops and organizes the various steps of the project and publishes to those involved.
- Ensures monies collected are forwarded to the Treasurer for deposit.
- Reports to the Fund Raising Chair during the campaign.

Membership Chair

- Plans, organizes and leads annual troop re-chartering process.
- Ensures the Quality Unit Award paperwork is completed and submitted in coordination with the re-charter process.
- Serves as an envoy between the troop and new/visiting members.
- Coordinates attendance of the membership committee and Scoutmaster at troop meetings to ensure visiting Scouts are properly welcomed to the meeting.
- Coordinates general recruiting efforts (e.g., Council/District-sponsored events, “Bring a Friend”). Plans and conducts regular Troop recruiting efforts.
- Works with the Scoutmaster and Scouts to encourage Webelos to become Scouts with Troop 219.
- Maintains contact with local Cub Scout Pack leadership to plan Webelos visits and Crossover ceremonies.
- Coordinates Webelos participation in troop activities.
- Strives to ensure that every family is involved with the troop.
- Works with the Committee Chairperson to fill vacant leader positions.
- Recruits competent Scouts to serve as Den Chiefs for Webelos and other Cub Scout dens.
- Prepares new member packages and provides them to new/visiting members.
- Ensures adequate neckerchiefs, hats, troop numbers, and binders are maintained for new members.
- With the Scoutmaster, coordinates the New Member orientation for all New Scouts and parents.
- Reports on membership activities to the Troop Committee at least quarterly.

POSITION RESPONSIBILITIES

Chaplain

- Provides a spiritual tone for troop meetings and activities.
 - Gives guidance to the chaplain aide.
 - Promotes regular participation of each member in the activities of the religious organization of his choice.
 - Visits homes of Scouts in time of sickness or need.
 - Gives spiritual counseling when needed or requested.
 - Encourages Scouts to earn their appropriate religious emblems. Coordinates with local places of worship and Scouts training in their religious training program.
 - Assists Scouts in the application for religious emblems.
 - Assists in the development of the annual Scout Sunday program.
 - Reports on spiritual activities to the Troop Committee at each meeting.
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Chartered Organization Representative

- Is a member of the chartered organization.
 - Acts as liaison between Troop 219 and Christ Episcopal Church.
 - Secures a Troop Committee Chair and encourages his/her training.
 - Maintains a close relationship with the Troop Committee Chair and Scoutmaster.
 - Helps recruit other adult members.
 - Assists with unit rechartering.
 - Plans the annual charter presentation in conjunction with the Committee Chair.
 - Encourages service to Christ Episcopal Church.
 - Reports items regarding Christ Episcopal Church to the Troop Committee at each meeting.
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Troop Committee Quartermaster

- Works with the scout quartermaster on inventory, proper storage and maintenance of all troop equipment.
 - Works with the scout quartermaster to maintain records of troop equipment.
 - Advises Troop Committee on inventory, maintenance, purchase, and storage of Troop equipment.
 - Makes periodic safety checks on all troop camping gear and encourages the troop in the safe use of all outdoor equipment.
 - Ensures the trailer has an annual inspection (normally in December).
 - Reports on equipment needs / concerns to the Troop Committee at each meeting.
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POSITION RESPONSIBILITIES

Troop Webmaster (Could be an Assistant Scoutmaster)

- Maintains an up-to-date troop website.
 - Approves all website content.
 - Works with the troop scribe in posting monthly PLC meeting minutes to the troop's website.
 - Solicits information from Scouts and leaders to maintain troop website.
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Troop Committee Members-At-Large

- Attend Troop Committee meetings and participate in decision making.
 - Serve on Troop Boards of Review.
 - Assist with other areas as needed.
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The Scoutmaster is the adult responsible for the image and program of the troop. The Scoutmaster and the Assistant Scoutmasters work directly with the scouts. The importance of the Scoutmasters position is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop. Among the responsibilities of the Scoutmasters are:

General Responsibilities for Scoutmasters

- Trains and guides boy leaders
- Works with other responsible adults to bring Scouting to boys.
- Uses the methods of Scouting to achieve the aims of Scouting.
- Meets regularly with the patrol leaders council (PLC) for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Takes part in the annual membership inventory and uniform inspection, charter review meeting and charter presentation.
- Conducts Scoutmaster conferences for all rank advancements.

The following are the specific duties and responsibilities of the Scoutmasters. This is not intended to be a complete list; rather a list of the more commonly performed functions or responsibilities of the Scoutmasters.

Scoutmaster

- Trains and guides boy leaders to run THEIR troop.
- Participates in all available training.
- Works with and through the Assistant Scoutmasters and the Troop Committee to give the best possible Scouting program to the boys.
- Helps boys to grow and mature by encouraging them to learn for themselves, through the use of Scouting methods to achieve the aims of Scouting.

POSITION RESPONSIBILITIES

- Meets regularly with the patrol leaders' council for training and coordination in planning troop activities.
- Attends all troop meetings or, when necessary, arranges for a qualified adult substitute.
- Attends Troop Committee meetings.
- Prepares Scoutmaster / Assistant Scoutmaster quarterly meeting agendas.
- Attends district roundtables and training sessions.
- Takes part in annual roll call and uniform inspection, charter review, and charter presentation.
- Conducts Scoutmaster Conferences for advancement as needed.
- Participates in council and district activities.
- Makes it possible for all Scouts to experience at least 10 days and nights of camping each year.
- Builds a strong program by using proven methods presented in Scouting literature and training.
- Ensures membership application for NESA is submitted to the National Boy Scout Office after verification of a Scout obtaining his Eagle Scout award.
- Conducts all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.
- Supervises troop leadership and Order of the Arrow elections.
- Provides a systematic recruiting plan for new members and ensures that they are promptly registered.
- Coordinates with the Membership Coordinator the New Member orientation for all new Scouts and parents.
- Delegates responsibility to other adults and groups so they have a real part in the troop operation.
- Coordinates with the Committee Chair to:
 - Ensure troop representation at monthly district roundtables.
 - Schedule Friends of Scouting Presentation.
 - Make facility arrangements for troop meetings, committee meetings, and Courts of Honor.
 - 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.

Assistant Scoutmaster

- Trains and guides boy leaders to run THEIR troop.
- Participates in all available training.
- Works with and through the Scoutmaster and the Troop Committee to give the best possible Scouting program to the boys.
- Helps boys to grow and mature by encouraging them to learn for themselves, through the use of Scouting methods to achieve the aims of Scouting.

POSITION RESPONSIBILITIES

- Meets regularly with the patrol leaders' council for training and coordination in planning troop activities.
 - Attends all troop meetings or, when necessary, ensure a qualified adult will substitute.
 - Coordinates with the Scoutmaster to ensure Troop 219 is represented at the monthly district roundtables and district training sessions.
 - Takes part in annual roll call and uniform inspection, charter review, and charter presentation.
 - Conducts Scoutmaster Conferences for advancement as needed.
 - Participates in council and district activities.
 - Makes it possible for all Scouts to experience at least 10 days and nights of camping each year.
 - Attends outings when possible.
 - Builds a strong program by using proven methods presented in Scouting literature and training.
 - Conducts all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.
 - Coaches patrol leaders' council into a balanced program filled with fun, activities, leadership development, and advancement.
 - Attends the quarterly Scoutmaster / Assistant Scoutmaster meetings.
 - Conducts an annual Scoutmaster Conference with each scout to review advancement information and troop involvement.
 - Coaches and counsels Scouts to work on their own advancement and growth.
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Assistant Scoutmaster - New Scout Patrol

- Participates in all available training.
- Helps boys to grow and mature by encouraging them to learn for themselves, through the use of Scouting methods to achieve the aims of Scouting.
- Meets weekly with new Scout patrols to help them transition from Webelos or no Scouting experience to the troop operation.
- Attends the troop meetings or, when necessary, ensures a qualified adult will substitute.
- Makes it possible for all Scouts to experience at least 10 days and nights of camping each year. Attend outings when possible.
- Conducts all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boys Scouts of America.
- Supports the recruitment of new Scouts to be members of the patrol.
- Communicates regularly with parents of new Scouts to keep them aware of the transition their son is going through in becoming a Scout.