



**BOY SCOUTS OF AMERICA**

**TROOP/TEAM COMMITTEE  
POSITION DESCRIPTIONS**

**INSTITUTIONAL HEAD (IH):** Usually a member of charter partner organization. Unit must have this position filled before charter is posted.

**CHARTERED ORGANIZATION REPRESENTATIVE (CR):** Is the direct contact between the troop/team and the chartered organization. This individual is also the organization's contact with the district committee and the local council. If the chartered organization has more than one unit, one representative serves them all.

**COMMITTEE CHAIRMAN (CC):** Have all committee positions filled, call and preside at regular monthly meetings of committee and supervise committee operations. Conduct the annual troop/team program planning conference. Maintain a close working relationships with leaders keeping them informed of activities, advancement, camping and training. Seek needed help from unit commissioner, district committee and other Packs, Troops, Teams and Crews. See that charter application is completed and turned in to council office before the expiration month. Support the policies of BSA.

**SECRETARY (Membership and Registration)(MC):** Keep minutes of troop/team committee meetings. Keep Troop/Team Record Book. Conduct troop/team resource survey. Help with charter application.

**TREASURER (MC):** Supervise sound troop/team budget plan. Train and supervise troop/team scribe in record keeping. Keep troop/team Financial Record Book. Responsible for bank account requiring two signatures. Guide the troop/team in conducting council-approved money-earning projects. Supervise camp savings plan.

**TRAINING CHAIRMAN (MC):** The goal of the troop/team training chair is to have 100 percent of the troop/team leadership BSA trained in their position responsibilities. New leaders and adult family members should receive orientation and Fast Start training within one week of joining the troop/team, and leaders should receive position specific within 30 days. Encourage troop/team leaders to attend ongoing training, such as roundtable, University of Scouting, outdoor training, Youth Protection training, and Wood Badge. Remain current with training material and program updates. Keep track of troop/team training records and submit updated trained leader reports to the district and council.

**ADVANCEMENT CHAIRMAN (MC):** Encourage Scouts to advance in rank. Strengthen the troop/team by helping to train parents and leaders in methods of advancement and develop a merit badge counselor list. Work with troop/team librarian to build and maintain a troop/team library of merit badge pamphlets and advancement literature. Arrange quarterly troop/team boards of review and courts of honor. Work with troop/team scribe to maintain all Scout advancement records. Obtain list of awards earned each month, prepare advancement report, and turn this into the council office when ordering necessary awards and supplies. Give troop/team copy of report to secretary to record in Troop Record Book. Help plan and conduct induction, advancement recognition and court of honor ceremonies. Promote Boys' Life magazine as an aid to advancement. Promote the wearing and proper use of uniform and insignia.

**PUBLIC RELATIONS CHAIRMAN (MC):** Inform parents of their responsibilities in Scouting and with the Charter Organization. Provide troop/team news and announcements for newspapers, bulletins of sponsor, websites, etc. Promote and stimulate service projects, Scout Anniversary Week, Scout Sunday or Sabbath, and family participation in troop/team events. Promote new membership and let people in the neighborhood know that Scouting is available.

**OUTINGS – ACTIVITIES CHAIRMAN (MC):** Plan, promote and coordinate attendance at Troop/Team, district and council camps and events. Arrange transportation, tour permits, campsite reservations and first-aid for all troop/team outings. Ensure a monthly outdoor program, promote the National Camping Award,

participate in Scouting for Food and take advantage of district and council events/activities. Have adult leaders review the Guide to Safe Scouting and complete Introduction to Outdoor Leader Skills.

**EQUIPMENT COORDINATOR (MC)**: Supervise and help the troop/team procure camping equipment. Work with the troop/team quartermaster on inventory and proper storage and maintenance of all equipment. Make periodic safety checks on all troop/team camping gear and encourage safe use of all outdoor equipment. Give troop/team copy of report to secretary to record in Troop Record Book.

**CHAPLAIN (MC)**: Provide spiritual tone for troop/team meeting and activities. Give guidance to the chaplain aide. Promote regular participation of each member in the activities of the religious organization of his choice. Encourage Boy Scouts to earn their appropriate religious emblems. Give troop/team copy of report to secretary to record in Troop Record Book.

**MEMBERSHIP CHAIRMAN (MC)**: Responsible for the Troop Webelos-to-Scout recruiting, target recruiting campaigns and for coordinating year around recruitment, growth and retention. See that every Webelos Scout has a smooth transition into the troop and that older Scouts in the troop/team *are* encouraged to also join a Venture Crew.

**FRIENDS OF SCOUTING (FOS) CHAIRMAN (MC)**: Work closely with the troop/team committee on public relations for FOS. Conduct annual Friends of Scouting campaign to enroll family members and Boy Scout leaders in FOS. Give recognition to contributors and enrollees.

**SCOUTING FOR FOOD CHAIRMAN (MC)**: Coordinates Food Drive for the pack and reports results to the district.

**POPCORN KERNEL (MC)**: Conduct annual popcorn campaign and ensures that every Boy Scout sells popcorn.

**SCOUTMASTER (SM)**: Is the guiding hand behind the work of other troop/team leaders and serves as program adviser to the committee. The Scoutmaster and assistant Scoutmasters work directly with the Scouts to train and guide them. He or she is also a recruiter, supervisor, director, planner, and motivator of other leaders to bring Scouting to boys. Conducts Scoutmaster conferences for all rank advancements. Supervises troop/team elections for Order of the Arrow. Makes it possible for each Scout to experience at least 10 days and nights of camping each year. Participates in district and council events/activities. Maintains year-round program and make full use of tools and techniques.

**ASSISTANT SCOUTMASTER (SA)**: Help Scoutmaster *carry* out their responsibilities, take over in his/her absence (if over 21). Provide required two-deep leadership.

# Unit Leader Succession Plan

For every Unit position there should be parent participation and future leadership representation. Newest members can observe and help. Experienced parents/leaders act as Co-Chairs and Co-Leaders. And most likely, Seasoned leadership will help us continue to grow and strengthen our Unit, serving as top Leaders and Chairs. These will be the individuals that the Districts and Council are going to begin grooming and recruiting on to their teams too. Congratulate and recognize them for everything they do (and will continue to do) for your boys and Scouting!

"It's far better to find ten people that can do the work than it is to find one that can do the work of ten." Remember, everyone has something to contribute and may be waiting for you to ask for help. Please look carefully at the future of your Unit. Is the best leadership in place now and in the future to make dreams and plans come true?

<b>POSITION</b>	<b>Name (2010)</b>	<b>Name (2011)</b>	<b>Name (2012)</b>
INSTITUTIONAL HEAD (IH)			
CHARTERED REP. (CR)			
COMMITTEE CHAIRMAN (CC)			
SECRETARY (MC)			
TREASURER (MC)			
TRAINING CHAIRMAN (MC)			
ADVANCEMENT CHAIRMAN (MC)			
PUBLIC RELATIONS CHAIRMAN (MC)			
OUTINGS–ACTIVITIES CHAIRMAN (MC)			
EQUIPMENT COORDINATOR (MC)			
CHAPLAIN (MC)			
MEMBERSHIP CHAIRMAN (MC)			
FOS CHAIRMAN (MC)			
SCOUTING FOR FOOD CHAIRMAN (MC)			
POPCORN KERNEL (MC)			
SCOUTMASTER (SM)			
ASSISTANT SCOUTMASTER (SA)			
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**"PLAN FOR SUCCESS"**