

# Adult Duties and Responsibilities

## Troop 480 Committee

Approved: November 25, 2003

The Scoutmaster (SM) and Assistant Scoutmasters (ASM), working with the Patrol Leaders Council (PLC), are responsible for planning and carrying out the Troop 480 Scouting program, i.e. campouts, advancements, Troop meetings, etc.

The Troop Committee and Committee Members' primary responsibilities are supporting the SM in delivering a quality program and handling Troop administration.

Roles of the committee:

- Make sure the Troop has a good SM and ASM
- Ensure the program the PLC puts together with the advice of the SM complies with the Boy Scouts of America's (BSA) rules and regulations and with the needs and desires of the Chartered Organization
- Ensure the Troop has sufficient resources (financial, facilities, equipment) to carry out the program.
- Provide administrative support for Troop operations by keeping advancement records, writing checks, arranging drivers, filing Local Tour Permits, making reservations, etc.
- Individual Committee Members serve as advisors to various youth leaders of the Troop, such as the Scribe, Historian, Librarian, Chaplain Aide, OA Representative.
- Participate as needed in board of reviews of scouts, seeking to advance to the next rank.
- Review Duties and Responsibilities on an annual basis.

Committee members are defined as adults who are registered with the Troop, including ASMs filling committee positions.

All positions should be nominated by Committee Chair (Administrative) or Scoutmaster (Program) with input for other members, and must be approved by the Troop Committee. To encourage maximum participation, a person should hold no more than one position below. Positions on committee can be held by ASMs.

### Committee Positions

#### Mandatory Positions

Chairperson	Treasurer	Advancement Chairperson
Fund Raising Chairperson	Chartered Organization Rep.	

#### Additional Positions – Administrative

Assistant Chairperson	Secretary	Webmaster
Membership Chairperson	Health Forms Coordinator	Training Coordinator
Youth Protection Coordinator		

#### Additional Positions – Program<sup>1</sup>

Service Chairperson	Chaplin	Quartermaster
Eagle Progress Advisor	OA Advisor	Activities Chairperson

<sup>1</sup> In absence of someone to fill program positions, Scoutmaster or his / her delegate(s) will be responsible for duties.

#### Possible Subcommittees

Audit	Advancement	Fundraising
Membership	Service	Activities

# **Adult Duties and Responsibilities**

## **Troop 480 Committee**

**Approved: November 25, 2003**

The following are general duties and responsibilities of the Troop Committee Members, including those holding specific committee positions. This is a list of the more commonly performed functions or responsibilities of committee members, but not intended to be a complete list.

### **All Committee Members**

- Should attend and be an active participant in the monthly committee meetings
- May not chair more than one committee at a time.
- Shall provide input into how the Troop operates and shall support the decisions made by the Scoutmaster and Troop Committee.
- Shall attend Youth Protection Training.
- Should actively participate in Scouting activities such as campouts, Scout meetings, fundraising events, etc.
- Will make decisions for the benefit of the Troop as a whole rather than for an individual Scout or for ones own personal goals or desires.

### **Chairperson**

- Facilitates the monthly committee meetings.
- Has a vote only in the event of a tie.
- Provides the Secretary with the agenda for the upcoming committee meeting.
- Ensure qualified people fill all necessary committee positions.
- Routinely communicates with those in committee positions with respect to the performance of their responsibilities
- Delegates tasks to committee members or sub-committees.
- Work closely with the Scoutmaster with respect to the performance of the Troop program.
- Attends or sends a representative to the monthly Laurel Hills District Roundtable meeting.
- Encourages committee members to be Scout Trained.
- Obtains and provides interpretations of national and local Scout policies.
- In absence of filled positions, carries out roles of:
  - Secretary
  - Membership Chairperson
  - Training Coordinator
  - Health Forms Coordinator
  - Youth Protection Coordinator

### **Assistant Chairperson**

- Assists the Committee Chairperson in the performance of his / her duties.
- Fills in when the Chairperson is not available.
- Performs other duties as requested.
- Fills absent position roles listed under listed by chairperson

### **Chartered Organizational Representative**

- Provides an update report at each Troop Committee meeting.
- Liaison to the Chartered Organization.
- Communications channel with the Chartered Organization.
- Works with Chartered Organization to ensure the troop has a meeting place and storage facilities with the Chartered Organization.

### **Treasurer**

- Provides a treasurer's report at each Troop Committee meeting.
- Maintains a written budget for Troop expenses and provides account statements as requested.

# Adult Duties and Responsibilities

## Troop 480 Committee

Approved: November 25, 2003

- Prepares financial records for annual audit.
- Maintains the Troop financial accounts.
- Coordinates the payment of all bills.
- Provide a list of Scouts who are delinquent in their camp fees or are behind in payment of any type at each committee meeting
- Work with the fundraising committee with respect to the placement of incoming funds.
- Report on Program's monthly activity
- Critiques Troop expenditures and purchases.
- Tracks individual Scout Buck accounts.
- Works with the Troop Scribe to coordinate and compare Scout dues payment status.
- Trains and supervises the Troop Scribe

### Advancement Chairperson

- Provides an update report at each Troop Committee meeting.
- Arranges Board of Review for rank advancements (except Eagle Rank) prior to Troop Court of Honor.
- Conducts an Board of Review with each Scout at least annually to review advancement information and Troop involvement. Coordinates with Eagle Progress Advisor for Life Rank Scouts.
- Annually, in January, provides the Membership Chairperson with the advancement records status that will be used during the recharter process.
- Provides Activities Chairperson with information for Court of Honor program(s).
- Purchases and coordinates the distribution of awards, recognitions, and Service Stars.
- Maintains all data such as personal data and years of service on all registered youth, Troop merit badge counselor data, leadership position data, plus data on additional interested parties. Gathers data from other Troop leaders as required or appropriate.
- After each Court of Honor, provides Scoutmaster with updated copy of troop data.
- Trains and supervises the Troop Librarian, including overseeing the acquisition of merit badge pamphlets.

### Secretary

- Record Troop Committee meetings minutes. Prepares and mails meeting minutes out within one week of the meeting (email whenever possible). Provides copies of meeting minutes for attendees at the upcoming committee meeting. Report on the previous minutes at the current committee meeting.
- Provides copies of the Troop Committee meeting agenda for the meeting attendees.
- Gather articles and coordinates the publication and distribution of a Troop newsletter to all committee members and additional interested parties (list maintained by Advancement Chairperson. Work with Webmaster to distribute electronically whenever possible. **(Not currently in place)**
- Maintains Troop mailbox. Provides a mail slot for each registered youth and adult member with the Troop.
- Ensures the Troop mailbox is at all Troop functions.
- Prepares, duplicates, and distributes fliers as necessary.
- Prepares (obtaining appropriate signature/s) and sends thank you notes and letters.
- Maintains troop documents and works with Web Master to post as appropriate to web site.
- Trains and supervises the Troop Historian.

# **Adult Duties and Responsibilities**

## **Troop 480 Committee**

**Approved: November 25, 2003**

### **Quartermaster**

- Provides an update report at each Troop Committee meeting.
- Maintains the Troop equipments and supplies.
- Supervises the distribution and collection of supplies to Patrols for Scouting events and activities, in conjunction with the Scout Quartermaster.
- Ensures that all damages or lost equipment is repaired or replaced. For damage beyond normal wear and tear, ensures the responsible person or party repairs or replaces the damages or lost equipment.
- Purchases additional equipment as necessary. Has any Troop expenditure in excess of \$50.00 pre-approved by the Troop Committee.
- Trains and supervises the Troop Quartermaster.

### **Training Coordinator**

- Provides an update report at each Troop Committee meeting of upcoming training events.
- Maintains individual records of scout training attended.
- Maintains individual records of leader training attended.
- Promotes upcoming training for leaders and scouts.
- Works with the committee to determine costs of training paid for by Troop.
- Handles registration for training events.
- Carries out the role of the Youth Protection Coordinator with the absence of someone in that position.
- Trains and supervises the Troop Instructor.

### **Youth Protection Coordinator**

- Every year, coordinates Youth Protection Training for both new Scouts and new adult leaders.
- Every other year, coordinate Youth Protection Training for all scouts and adult leaders. Scouts and adults who miss this session should be scheduled into the next years training for new scouts and leaders.
- Provide attendance information to Advancement Chairperson for tracking.
- Provide a report to the Troop Committee on scouts and leaders who have not attended training in two years.

### **Health Forms Coordinator**

- Maintains troop copies of Scout and Adult health forms.
- Provides health forms to new scouts and adults.
- Notifies individuals when forms are within 3 months of coming due.
- Provides Activity Chairperson with a copy of all health forms for troop activities.

### **Membership Chairperson**

- Provides an update report at each Troop Committee meeting.
- Coordinates the membership activities of the Troop, with additional help as needed.
- Hosts adult visitors at Troop meetings.
- Maintains and provides promotion packets to all potential youth and adults.
- Obtains all new member applications and fees (adults have the option for the Troop to pay their fee), obtaining appropriate signatures, forwarding to Westmoreland Fayette Council Scout Office with Troop check.
- Obtains and provides the Advancement Chairperson with driver license and insurance information for all active adults.
- Coordinates annual new member drive with Pack 480 and Pack 443.

# **Adult Duties and Responsibilities**

## **Troop 480 Committee**

**Approved: November 25, 2003**

- Trains and supervises Troop Den Chief(s)

### **Recharter**

- Reviews recharter packet with Unit Commissioner.
- Contacts all currently registered members to determine if they are going to re-register and collect fees (active adults have the option for the Troop to pay their fee).
- Completes or has appropriate people complete recharter paperwork, obtains signatures, turns in to the Laurel Hills District Executive with a Troop check.
- Provides copies of all recharter paperwork to Scoutmaster, Advancement Chairperson, and Treasurer.

### **Webelos Membership Drive**

- Establishes and maintains liaison with Pack 480 and Pack 443 (and other packs) Webelos Den Leaders and Cubmaster.
- Uses verbal and/or written communications to keep Pack leadership informed of upcoming Troop 480 events.
- Assists Den Leaders in finding a troop outing for their Webelos to attend as part of the Arrow of Light requirement.
- Organizes annual Webelos open house session(s). Coordinates date(s) with Scoutmaster.
- From Den Leaders, obtains list of Webelos eligible to enter Scouts, including parents names(s), address, and phone number.
- Send invitations to Webelos and parents (the parents attend an information session, the boys attend the Troop meeting which is part of the Arrow of Light requirement).
- At least two weeks prior to open house, call the Den Leaders to remind them and answer any questions.
- Prepares adult presentation.
- Prepares promotion packets to handout.
- Keeps attendance list, including names and phone numbers.
- In January, visits the Den meeting to answer any questions and process paperwork. Includes Senior Patrol Leader (SPL) or an Assistant Senior Patrol Leader (ASPL), and a second registered adult leader in the visit.
- Prepares new member packets for distribution at Webelos transition ceremonies.
- Oversees completion of registration paperwork and collection of fees.
- Ensures Troop representation at Webelos transition ceremonies.

### **Fundraising Committee**

Fundraising events include, but are not limited to, events such as Chicken Dinners, popcorn sales, etc.

- Provides annual fundraising budget and presents to Scoutmaster and Troop Committee for approval. Budget to include:
  - Estimated need for average Scout funds (Scout Fundraising Events) and for general Troop funds (Troop Fundraising Events).
  - Preliminary plan of fundraising events to meet the appropriate level of funding.
- Researches fundraising requests and opportunities and makes recommendations to Troop Committee.
- Coordinates all fundraising events.

### **Fundraising Chairperson**

- Provides an update report at each Troop Committee meeting.
- Oversees Troop fundraising events.
- Receives and responds to requests and opportunities for fundraising events.

# **Adult Duties and Responsibilities**

## **Troop 480 Committee**

**Approved: November 25, 2003**

- With assistance from the Troop Committee, determines which fundraising events the Troop will perform.
- Recruits an adult to be "Fundraising Coordinator" for each fundraising event as deemed necessary.
- Routinely communicates with coordinators for each activity with respect to performance of their responsibilities.
- Maintains historical records on each fundraising event.
- In consultation with Troop Committee Chairperson, can approve fundraising events when opportunity is presented with short notice.
- Performs the role of the Fundraising Coordinator for events if one is not found or used for an event.

### **Fundraising Coordinator**

- Works under the direction of the Fundraising Chairperson.
- Reserves or arranges facilities / space for project as necessary.
- Prepares budget, identifying expenses being covered by Scout participants, adult participants, and Troop. Has any Troop expenditure in excess of \$50.00 pre-approved by the Troop Committee except reservations which must be approved. Exceptions / Emergencies must be approved by Committee Chairperson, Scoutmaster, and Treasurer.
- Assists designated Scout in preparing activity announcement, including registration form/permission slip if appropriate. After obtaining Scoutmaster approval, duplicates and distributes the announcement to all registered youth and adults with the Troop. Assists Scout in collecting registration form/permission slips and preparing participant list, prior to the event.
- Completes a tour permit application, if necessary.
- Determines equipment needs and arranges for equipment with Troop Quartermaster.
- Coordinates transportation to and from activity of participants and equipment/gear.
- Provides maps to drivers and families of all Scouts participating.
- Establishes an adult who will be at home during the activity to be an emergency contact.
- Prepares packet of paperwork to be taken on activity, including tour permit, list of participants, registration form/permission slips, and health forms.
- Coordinates the transfer of funds through the Troop Treasurer into the appropriate accounts.

### **Activities Chairperson**

Troop activities include, but are not limited to, activities such as summer camp, high adventure activities, camporees, Troop campouts, tours, ski trips, and golf trips, etc..

Note: The Scoutmaster will provide schedule of activities planned by the PLC and Troop Court of Honor to the Activities Chairperson.

- Provides an update report at each Troop Committee meeting.
- With input from the SPL, SM, Committee Chairperson, Advancement Chairperson, and the Treasurer, coordinates Troop Courts of Honor, including refreshments and the preparation, duplication and distribution of programs.
- Oversees Troop activities.
- With assistance from the Troop Committee, recruits adult "Activity Coordinator" for each activity as deemed necessary.
- Works with Scoutmaster to designate a Scout for each activity for duties described below related to the activity.
- Routinely communicates with coordinators for each activity with respect to performance of their responsibilities.
- Provides the Scout's overnight activity information to the Advancement Chairperson for documentation.

# **Adult Duties and Responsibilities**

## **Troop 480 Committee**

**Approved: November 25, 2003**

- Strives to provide an monthly outdoor activity.
- Promotes the National Camping Award.
- Maintains historical records on each activity.
- Represents Troop at District Activities Committee meetings.
- Performs the role of the Activities Coordinator for activities if one is not found or used for an activity.
- Should attend PLC meetings with Scoutmaster.
- Patrol Leader for the adult patrol.

### **Activity Coordinator**

- Works under the direction of the Activity Chairperson.
- Reserves or arranges facilities / space for project as necessary.
- Prepares budget, identifying expenses being covered by Scout participants, adult participants, and Troop. Has any Troop expenditure in excess of \$50.00 pre-approved by the Troop Committee except reservations which must be approved. Exceptions / Emergencies must be approved by Committee Chairperson, Scoutmaster, and Treasurer.
- Assists designated Scout in preparing activity announcement, including registration form/permission slip if appropriate. After obtaining Scoutmaster approval, duplicates and distributes the announcement to all registered youth and adults with the Troop. Assists Scout in collecting registration form/permission slips and preparing participant list, prior to the activity.
- Completes a tour permit application, if necessary.
- Determines equipment needs and arranges for equipment with Troop Quartermaster.
- Coordinates transportation to and from activity of participants and equipment/gear.
- Provides maps to drivers and families of all Scouts participating.
- Establishes an adult who will be at home during the activity to be an emergency contact.
- Prepares packet of paperwork to be taken on activity, including tour permit, list of participants, registration form/permission slips, and health forms.

### **Service Project Chairperson**

Troop service projects include, but are not limited to, project such as Scouting for Food, Memorial Day, and Scout Sunday. Troop service projects do not include Eagle Scout service projects – see Eagle Progress Advisor description.

- Provides an update report at each Troop Committee meeting.
- Oversees Troop service projects.
- Receives and responds to requests for Troop to perform service projects.
- With assistance and approval from the Troop Committee, determines which service projects the Troop will perform and recruits adult to be “Service Project Coordinator” for each project.
- Works with Scoutmaster to designate a Scout for each service project for duties described below related to the project.
- Routinely communicates with coordinators for each project with respect to performance of their responsibilities.
- Maintains historical records on each service project.
- Provides Advancement Chairperson with Scout service hour information for tracking.
- Verifies completed service hours for Scout Board of Reviews.
- Performs the role of the Service Project Coordinator for projects if one is not found or used for a project.

# **Adult Duties and Responsibilities**

## **Troop 480 Committee**

**Approved: November 25, 2003**

### **Service Project Coordinator**

- Works under the direction of the Service Project Chairperson.
- Reserves or arranges facilities / space for project as necessary.
- Prepares budget, identifying expenses being covered by Scout participants, adult participants, and Troop. Has any Troop expenditure in excess of \$50.00 pre-approved by the Troop Committee except reservations which must be approved. Exceptions / Emergencies must be approved by Committee Chairperson, Scoutmaster, and Treasurer.
- Assists designated Scout in preparing service project announcement, including registration form/permission slip if appropriate. After obtaining Scoutmaster approval, duplicates and distributes the announcement to all registered youth and adults with the Troop. Assists Scout in collecting registration form/permission slips and preparing participant list, prior to the service project.
- Completes a tour permit application, if necessary.
- Determines equipment needs and arranges for equipment with Troop Quartermaster.
- Coordinates transportation to and from project of participants and equipment/gear.
- Provides maps to drivers and families of all Scouts participating.
- Establishes an adult who will be at home during the project to be an emergency contact.
- Prepares packet of paperwork to be taken on project, including tour permit, list of participants, registration form/permission slips, and health forms.

### **Eagle Progress Advisor**

- Provides an update report at each Troop Committee meeting.
- Encourages Life Scouts and their parents to attend Eagle preview meetings.
- Provide Life Scouts with project workbooks and Life to Eagle packet.
- Oversees Eagle Scout service project process.
- Maintains list of potential Eagle Scout service projects.
- Chairs Eagle Scout service project reviews.
- Signs for Troop Committee in Eagle Scout service projects workbooks.
- Routinely reviews status of projects with Life Scouts.
- Provides Advancement Chairperson with Scout service hour information at Eagle service projects for tracking.
- Conducts a Board of Review with each Life Scout at least annually to review advancement status and Troop involvement. Coordinates this review with Advancement Chairperson.
- Arranges and participates in Eagle Board of Reviews.
- Obtains Eagle Court of Honor items: Eagle award kit, scarf, and Trail to Eagle.
- Provide guidance to Parents and Scouts in preparation of Eagle Court of Honor ceremonies.

### **Chaplin**

- Provides an update report at each Troop Committee meeting.
- Promotes "A Scout in Reverent" at Scout events and activities.
- Promotes religious awards programs with scouts.
- Maintains records of religious awards achieved.
- Trains and supervises the Troop Chaplain Aide.

### **OA Advisor**

- Be an active member of the Order of the Arrow.
- Promotes participation in the Order of the Arrow.
- Assists OA Representative with OA Elections.
- Trains and supervises the OA Representative.



# **Adult Duties and Responsibilities**

**Troop 480 Committee**

**Approved: November 25, 2003**

## **Webmaster**

- Maintains Troop's website.
- Provides an update report at each Troop Committee meeting.
- Develop and distribute electronic newsletter in conjunction with Secretary