

## **Charter Organization Representative (COR)**

The Charter Organization Representative (COR) is the head of the Charter Organizations "Scouting Department". The COR is appointed by and serves at the satisfaction of the chief executive of the Charter Organization.

Reports to:

- Charter Organization Institutional Head (IH)

Duties:

- Is a member of the charter organization.
- Secures a Troop Committee Chair and encourages training.
- Maintain a close liaison with the Committee Chair and the Scoutmaster.
- Helps recruit other adult leaders.
- Become trained for the position, to include Troop Committee Training.
- Serves as a liaison between the Troop and the Charter Organization.
- Assists with unit re-chartering.
- Encourages service to the organization.
- Is an active and involved member of the district committee.
- Provides meeting place for troop meetings and storage of troop equipment.
- Approves all adult leader applications.
- Reports to Troop Committee as needed.

## Committee Chair (CC)

The Troop Committee Chair (CC) is selected by the Charter Organization Representative (COR) to organize the Troop Committee. Serves at the satisfaction of the COR and Troop Committee.

Reports to:

- Charter Organization Representative

Duties:

- Organize the Troop Committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close working relationship with the Chartered Organization Representative and the Scoutmaster.
- Interpret national and local policies to the troop.
- Ensure the troop adheres to the policies of the Chartered Organization and the Boy Scouts of America.
- 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 district Roundtable.
- Recruit top-notch, individuals for adult leadership.
- Become trained for position to include Troop Committee Training, Scoutmaster Fundamentals, and Youth Protection.
- Encourage adult leaders to get trained.
- Arrange for charter review, re-charter annually and plan charter presentation.
- Commit to serve in this position for a minimum of 3 years.

## Treasurer

The Troop Treasurer maintains all troop finances, collects dues and fees, and pays troop bills. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Handles all troop funds. Pay all bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Maintain checking and savings accounts as needed.
- Supervises and reports on Scout Accounts.
- Creates proposed budget prior to the start of each Troop year.
- Maintain status of all budget line items during the Troop year.
- Keep appropriate records related to troop funds.
- Oversees Troop's council account to ensure sufficient monies available for troop purchases from council including camporee fees, merit badges, rank advancement, etc.
- Work with Re-charter Coordinator to collect and record annual dues.
- Work with Fund Raising Coordinator to account for monies earned during fund raisers and track scout account credits earned.
- Work with Membership Coordinator to process dues/fees payments for registration of new scouts and adult leaders.
- Work with Outdoor/Activity Coordinator to make necessary payments for camping/activity reservations.
- Collect Summer Camp payments and remit funds to council office for camp reservations/payments in a timely manner.
- Needs to attend most troop meetings.
- Report to Troop Committee at each committee meeting.

## Secretary

The Secretary is responsible for keeping minutes of Troop Committee meetings and to handle troop correspondence. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Attend all troop committee meetings, record the minutes, with special emphasis on decisions made, actions taken, and policy made.
- Transcribe and distribute rough draft of minutes to attendees as soon as possible following the committee meeting to ensure members have time to follow up on action items.
- Provide electronic copy of meeting minutes to troop web master for posting on troop web site within one week after meeting.
- Send out committee meeting notices.
- Handle publicity. For the Troop. Submit brief articles on activities to local newspapers. Act as publicity liaison for Troop activities.
- At each meeting, report the minutes of the previous meeting. Provide copies for those attending.
- Handle troop correspondence as needed.

## Advancement Coordinator

The Advancement Coordinator maintains troop advancement records and promotes rank advancement. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Encourages Scouts to advance in rank.
- Arrange and conduct boards of review
- Coordinate courts of honor with SPL and Scoutmaster.
- Train Committee Members to conduct troop board of reviews for Tenderfoot to Life ranks.
- Attend Troop Committee meetings and report as needed.
- Should attend most Troop meetings.
- Maintain a merit badge counselor list.
- Promote attendance at district Merit Badge fairs.
- Have a working knowledge of the Boy Scout advancement program.
- 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 as required.
- Work closely with Scoutmaster and the Baden Powell Assistant Scoutmaster to keep them informed on advancement needs of scouts.
- Work closely with Eagle Advisor to request congratulatory letters for Eagle courts of honor.
- Work closely with Database Coordinator to ensure TroopMaster data is accurate and timely.
- Keep records of troop advancement and attendance at troop activities in TroopMaster program.
- Enter and/or updates records in TroopMaster date base when changes are made or new members are added.
- Updates records of training taken by adults if done in TroopMaster.
- At time of re-charter verify all data and make updates as necessary.
- Assist in re-charter by preparing TroopMaster records for submittal to council office.

## Membership Coordinator

Works closely with Webelos Den Leaders and Cub Masters encouraging Webelos scouts to make the transition into Boy Scouts. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Maintain contact with local Cub Pack leaders.
- Encourage Den Chiefs and promote Den Chief Training.
- Invite Webelos dens to visit the troop and attend annual Troop 90 open house. Coordinate schedule of visits with Scoutmaster.
- Greet visitors at troop meetings, introduce them to troop youth and adult leaders, and help them understand how to join the troop. Answer any questions they may have about troop operations.
- Make sure prospective troop members (adult & youth) receive the necessary information and forms needed to register in the troop and to sign-up for Summer Camp.
- Ensure registration paperwork is properly completed and routed to appropriate adult leaders.
- Work with Treasurer to collect dues as required for new members.
- Should attend most Troop meetings and be prepared to welcome visitors and provide information about the troop and how to join.
- Coordinate with Cub Master and Scoutmaster to ensure troop attendance and participation in Webelos bridging ceremony.
- Work with the Scoutmaster to make sure new scouts are assigned to a patrol and welcomed by the patrol.
- Maintain contact with parents of new scouts during the first few months after joining to make sure their questions are answered and their concerns are addressed.
- Contact inactive Scouts and encourage them to become active again.
- Report to Troop Committee as needed at committee meetings.

## Outdoor/Activities Coordinator

Secures reservations for troop activities/camp outs, coordinates transportation, process Tour Permits and necessary paperwork required to conduct the outdoor program. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- After the PLC's annual calendar has been approved by the Scoutmaster and Troop Committee this person will work closely with the Scoutmaster to make necessary reservations to accommodate the planned activities.
- Secure permission and reservations to use camping sites and facilities.
- Coordinates with the Treasurer to ensure camping fees are paid.
- Maintain map library for use in making copies for camp out drivers.
- Secure Tour Permits for all troop activities.
- Attend Troop meetings when Permission Slips are due and collect Permission Slips.
- Serve as transportation coordinator for troop outings.
- Ensure enough drivers are available for each outing.
- Prepare maps and driving directions for drivers.
- Publish a driving roster for each outing.
- Identify emergency contact person for each trip.
- Keep Tour Leaders Binder updated and in the hands of the Tour Leader for each outing. This includes the annual update of Medical Forms prior to Summer Camp.
- Work with Database Coordinator to ensure council has updated drivers/vehicle list for Tour Permits.
- Promote attendance at troop camp outs, district/council activities (camporees, expos, camporall, etc.), and summer camp to reach the goal of one outing per month.
- Promote the National Camping Award.
- Keeps the "Camping/Activity Pledge" in mind when dealing with exceptions to normal practices.
- Keep Tour Leader(s), Scoutmaster, and Committee Chair updated on any issues or potential problems with reservations or travel.
- Act as or appoint an Emergency Contact for each outing.
- Report to the Troop Committee at each meeting.

## **Equipment Coordinator /Adult Quartermaster**

Responsible for procurement and maintenance of troop equipment. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Supervise and help the troop procure, repair, and replace camping equipment.
- Supervise the maintenance and organization of the Troop sheds.
- Work with Troop Quartermaster on inventory and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Work closely with Scoutmaster, SPL, and Quartermaster to ensure proper equipment is available for each outing.
- Report to the Troop Committee as necessary.

## Fund Raising Coordinator

Research and recommends fund raising projects to meet the troops financial needs. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Ensures all fund raising activity meets BSA guidelines.
- Obtains Troop Committee approval for all fundraising projects.
- Report to the Troop Committee as needed.
- Maintain a liaison with the Scoutmaster and Committee Chair to avoid scheduling conflicts with other troop activities.
- Delegates below responsibilities to Asst. Fund Raising persons for particular activity if appropriate.
- Organizes scouts and parents to assist in fund raising activities.
- Submits Money Earning Application to council office for all fundraising projects.
- Tracks hours worked and funds earned. Submits report to Asst. Treasurer for crediting Scout Accounts.
- Sign up for FOS presentation at September Spotlight on Scouting (Roundtable).
- Arrange to pick-up FOS materials from district FOS coordinator and attend any required orientation meeting.
- Ensure that every family in the troop has the opportunity to participate in the FOS campaign.
- Coordinate with district presenter an FOS presentation at the March Court-of-Honor.
- Assist district presenter to distribute pledge cards and collect them as needed.
- Maintain liaison with Scoutmaster and Advancement Coordinator to schedule FOS presentation during March court of honor.
- Report to Troop Committee as needed, and at conclusion of campaign.

## Training Coordinator

The Training Coordinator is appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Stay aware of adult and youth training opportunities at the council and district level and on-line.
- Ensure adults and scouts are made aware of training opportunities. This entails making announcements and providing information about upcoming training opportunities.
- Coordinate yearly Youth Protection Training prior to Summer Camp.
- Coordinate Fast Start Training with Membership Coordinator for new parents after Webelos have bridged.
- Assist the Scoutmaster as needed with preparations/materials for annual Troop Youth Leader Training (TLT) as requested.
- Coordinate training events for parents at troop meeting. This is done by finding topics of interest or need for the adults/parents and arranging a short presentation from the Scoutmaster Corps or other knowledgeable person.
- Keep the Scoutmaster and Committee Chair apprised of activities.
- Inform Database Coordinator of training completed so accurate records can be maintained.
- Strive to make sure Troop meets Council Training requirements for Adult Leaders.
- Report to Troop Committee as needed at Committee Meetings.
- Attend district youth protection training and be familiar with all youth protection guidelines.
- Be familiar with the Guide To Safe Scouting.
- Coordinate with Training Coordinator presentation of youth protection videos to all youth prior to summer camp.
- Advise the Scoutmaster, other adult leaders, and scouts on youth protection issues.
- Coordinate and promote adult attendance at Youth Protection Training courses either on-line or at district training functions.

## Webmaster

The Web Site Advisor is appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Have demonstrated experience in maintaining a web site of medium or large scale size.
- Have good command over HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) and Extensible Markup Language (XML).
- Basic knowledge of Unix operating system to include directory structures, htpasswd, htaccess, basic editors, file manipulation, FTP, etc.
- It is also helpful, if the webmaster has some familiarity with cgi, php, and related languages.
- Have ability to create PDF files from Word or other text document programs.
- Must have completed Youth Protection Trained either on-line or in a classroom setting.
- Will develop procedures and policies to train youth webmaster in creating content for web site.
- Ensure that the web site meets all guidelines for unit web sites as defined by the National and local councils of the BSA.
- Ensure that the troop web site is updated in a timely manner in particular the calendar needs frequent updates.
- Ensure web site reflects the best image and values of scouting and the troop.

## Community Service Coordinator

Coordinate and promote various community service projects for Troop 90. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Coordinate monthly Feed the Children service projects.
  - Send out email to Troop 90 group 2.5 weeks prior to date soliciting volunteers.
  - Report 1 week before date to Committee Chair how many volunteers we have this month.
  - Send follow-up emails for volunteers as needed.
  - Monday prior to project date email Church representative with count to be expected from Troop 90.
- Coordinate October-November Scouting for Food Drive
  - Maintain liaison with district Scouting For Food coordinator.
  - Sign up for troop assignment area at September Spotlight on Scouting Roundtable.
  - Determine area assignments and recruit scouts/parents for each area.
  - Provide maps and instruction for drivers and scouts in each area.
  - Promote scout safety and two-deep leadership during this activity. Work closely with Scoutmaster and Troop Committee to ensure adequate adult and youth leaders are present.
  - Direct the distribution of collection bags.
  - Coordinate the collection and counting on donated food.
  - Arrange for transportation of donated food to designated collection point.
- Coordinate Fall and Spring Beekman Clean-Up Dates
  - Solicit volunteers and equipment to conduct clean-up
  - Report to Troop Committee Chair 1 week prior with volunteers list.
- Maintain records of participation hours and submit same to Advancement Coordinator.
- Coordinate sending thank you letters for those who donated material/supplies.
- Report on projects to Troop Committee.
- Enters data in the Good Turn for America website for the troop

## Re-charter Coordinator

Coordinates the annual re-charter of troop. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to:

- Committee Chair

Duties:

- Attends district re-charter training/orientation meeting.
- Coordinates with Committee Chair and Scoutmaster to set re-charter turn-in dates.
- Notifies parents about re-charter dates.
- Works with Database Coordinator to distribute re-charter paperwork and updated forms.
- Works with Treasurer to collect and record re-charter fees.
- Works with Database Coordinator to update troop records and prepare Troop master data submission to council office by turn-in date.
- Obtain necessary signatures on re-charter forms from Scoutmaster and Charter Organization Representative in timely manner.
- Distributes completed re-charter forms as needed.

## Eagle Advisor

Acts as a resource for Life Scouts preparing to work on the Eagle rank. Appointed by the Committee Chair and Scoutmaster and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee. This can be an ASM or a Troop Committee position.

Reports to:

- Committee Chair and Scoutmaster

Duties:

- Provide scouts attaining Life rank the "Life to Eagle" packet.
- Inform Life scouts of the troops Life to Eagle Guide and troop policies.
- Advise Life scouts on the general process of attaining the Eagle rank.
- Advise Life scouts on Eagle service projects and provide guidance on paperwork preparation.
- Assist families of Eagle scouts with Eagle Court-of-Honor planning.
- Coordinate with Advancement Coordinator requests for Eagle letters of congratulations from dignitaries.
- Should be an Eagle scout, or the parent of an Eagle scout who has knowledge of the process.

## Merit Badge Counselor

Merit Badge Counselors are subject matter experts for the Merit Badges they counsel either through vocation or hobby.

### Duties:

- Take Merit Badge Counselor Training.
- Submit Merit Badge Registration Paperwork to counsel office.
- Inform Advancement Coordinator and Web Master of registration as a Merit Badge Counselor.
- Conduct all Merit Badge classes and counseling within published BSA guidelines. This includes Youth Protection Training and the Guide To Safe Scouting.
- Whenever a Merit Badge Counselor is counseling their own son for a merit badge, the scoutmaster must approve such an arrangement and other scouts must also be included in the merit badge sessions.

## Committee Member

All registered adults are members of the Troop Committee. The Scoutmaster and Assistant Scoutmasters are non-voting members. All other registered adults have a single vote. All adult leaders must be approved by the Committee Chair and the Charter Organization Representative.

### Duties:

- Read their son's Scout Handbook.
- Understand the Aims and Methods of scouting.
- Get trained: Fast Start, This Is Scouting, Troop Committee Challenge and Youth Protection Training.
- Show support to individual scouts and the troop by attending Courts of Honor and as many troop meetings as possible.
- Attend as many Committee Meetings as possible.
- Support troop fund raisers, service projects, and activities.
- Participate on Board of Reviews as requested by the Advancement Coordinator.
- Assist the area Coordinators when requested.