

# Staff

Adults that help with all major operations for all the actives with the scouts. Most of the contact with the scouts is with the staff with the exception of the campouts. The Scoutmaster and Assistants Scoutmaster run the troop meeting and most of the scouting events; while the rest of the roles are communication, record keeping, and advancement.

**Assistant Scoutmaster-** Adult leader help operate the troop. Each Assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster. They also provide the required two-deep leadership.

- Serve as the Troop leader in the absence of the Scoutmaster.
- Attend Troop meetings; attend Committee meetings; attend Patrol Leader Council (PLC) meetings.
- Help Scoutmaster organize, delegate and coordinate other adult leaders.
- Work with the Senior Patrol Leader in administering Troop operations.
- Coordinate joint Webelos Den-Troop activities.
- Helps the Scoutmaster any way that he can.
- Can attend Troop Committee Meetings

**Eagle Advisor-** Adult leader who helps Life Scouts to complete their Eagle by advising what to do and help setup a time table schedule for they goal to Eagle.

- Encourage Life Scouts to attain Eagle.
- Helps with all Eagle scout paper work
- Advise and counsel Life Scout's with the planning of Eagle Scout Service Projects
- Approve Eagle Scout service projects.
- Assist the Life Scout's in writing his ambitions and life purpose letter.

**Scribe/Records-** Adult leader who keeps backup of data and helps with other positions.

- Assist the Advancement Chairman
- Stimulate advancement and recognition in accord with National requirements.
- Work with the Troop Scribe to maintain all Scout dues records/attendance records.
- Work with the Quartermaster record all tent uses and barrowed equipment.
- Helps maintain Troopmaster in keeping it up to date.
- Keeps an operation manual for all fundraising positions.
- Helps with fundraising along side the Fundraiser Committee and with record keeping.
- Keep adequate records of scout accounts.
- Work with the Treasurer to maintain accounting records for scout account.

**Scoutmaster-** Adult leader responsible for the image and program of the troop. The Scoutmaster works directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of guidance will affect every youth and adult involved in the troop.

- Train and guide boy leaders to run their Troop.
- Work with and through responsible adults to give Scouting to boys.
- Meet regularly with the Patrol Leaders' Council (PLC) for training and planning of Troop activities.
- Attend all Troop meetings or have a qualified adult substitute.
- Delegate responsibilities to other adults.
- Attend Troop Committee Meetings.
- Conduct or delegate Scoutmaster Conferences for all rank advancements and youth personal development as needed.

**Webmaster-** Adult leader responsible for running the troop website. Keeps all information updated and accurate as possible. Also manages the troop e-mail roster and post photos on the web.

- Manages the troop website.
- Manages the troop e-mail roster for Staff, Parents, & Scouts.
- Attend Patrol Leader Council (PLC) meetings & Planning meeting.
- Add/Remove/Update staff member's profiles.
- Keep documents up to date on troop website.
- Keep track of permission forms for website picture posting.
- Post pictures of troop activities.
- Work with the Historian organize and post pictures.
- Gives website reports at each committee meeting.

## Committee

Adults that do more of the behind scenes. The committee is why the troop runs. They make decisions in best interest for the troop. Scouts see or know very little about these roles. The troop would not operate if it was not for these positions below.

**Advancement Chairman-** Adult leader responsible for maintaining up to date records on all scout data and records on all the scouts/adults in the troop. Uses Troopmaster to maintain a database of all records which include (Data, Attendance, Advancement, Training, & Leadership).

- Stimulate advancement and recognition in accord with National requirements.
- Encourage Scouts to advance in rank.
- Arrange and conduct monthly Troop boards of review.
- Coordinates all courts of honor.
- Makes a prompt report to the Council Service Center when a Troop board of review is held.
- Secure badges and certificates.
- Keeps Troopmaster up to date.
- Stimulate community Good Turns and service projects.
- Gives advancement reports at each committee meeting

**Camping Chairman-** Adult leader set reservation for the campouts from the planning meeting. Make sure that campouts are setup and gets available drivers. Pays for reservations and makes adjustments to ensure a camp area and date are secure.

- Secure local/national tour permits.
- Assist in securing permission to use camp sites
- Serve as transportation coordinator.
- Keep records of adult leader vehicle information
- Encourage monthly outdoor activities or special activities.
- Work with the Troop Scribe to find out who is going camping.
- Attend committee meetings regularly

**Chartered Organization Rep-** Adult leader that communicates between the scout troop/pack and the chartered organization. He is the bridge that links the two together.

- Is a member of the chartered organization.
- The chief Scouting representative for the chartered organization. Serves as liaison between the troop/pack and the chartered organization.
- Recruits a Troop Committee Chair. Helps recruit other adult leaders and encourages training of adult leaders.
- Keeps track of mandatory training that the troop or organization mandates.
- Maintains a close relationship with the Troop Committee Chair & Scoutmaster.

- Communicate regularly with the pastor, president of the parish council, parents, and other key people keeping them informed about Scouting activities.
- Approve all leader applications before submitting them to the local council.
- Assists in unit recharter.
- Attend committee meetings regularly

**Committee Chairman-** Adult leader that runs the troop committee and organizes the committee meetings. Insures that all troop functions are being ran properly and are reported to the rest of the troop at the committee meetings.

- Organize the Committee to see that all functions are delegated, coordinated, and completed.
- Maintain a close relationship with the Chartered Organization Representative and the Scoutmaster.
- See that Troop leaders and Committee members have training opportunities.
- Interpret national and local Council policies to Troop.
- Prepares Troop Committee meeting agendas.
- Call, preside, and promote attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Secure top-notch, trained individuals for camp leadership.
- Keep track adult registration.
- Arrange for Charter review and recharter annually.
- Send out Committee meeting notices.

**Committee Member-** Adult leader that attends committee meetings to help make troop decisions.

- Vote on issues before the committee.
- Assist on special projects/activities.
- Attend committee meetings.
- Help with Board of Reviews for scout advancement.

**Fundraiser Committee-** Adult leader that is responsible for all fundraising. Makes sure that all fundraising positions are running and that all the positions are communicating well with each other and/or troop.

- Be responsible for securing fundraising opportunities.
- Communicate with all fundraising positions.
- Assist with planning and organizing fund-raisers.
- Attend committee meetings regularly

**Committee Dinner Chairman-** Adult leader responsible for setup the committee dinner each year for the staff and the committee.

- Setup the time and location of the committee dinner.
- Responsible for letting all the staff and committee know about the dinner.

**Pastor-** Is part of the chartered organization. Is not part of the troop leadership but is responsible for letting us meet at St. Joseph Church.

- Includes Scouting as part of its overall program
- Appoint a chartered organization representative who is a member of the organization and will coordinate all unit operations within it.
- Approves a unit Committee Chairman.
- Provide adequate facilities for the Scouting unit(s) to meet on a regular schedule with time and place reserved.

**Popcorn Committee-** Adult leader in charge of the popcorn sales. Runs all functions of the popcorn from kick off to the day the money is owed to council & prizes are handed out. There is an operation manual for this position.

- Promotes the selling of Popcorn.
- Lets troop know about all the dates of Popcorn functions.
- Updates the operation manual for Popcorn to the Scribe/Records.
- Is responsible for Popcorn fundraiser up to the day money is due to council and prizes are handed out.
- Help scouts understand the impotents of selling Popcorn.
- Report to the troop Committee at meeting during the pre-work and after the Popcorn Fundraiser is complete.

### **Quartermaster**

(Scout Room)- Adult leader responsible for the organization of the scout room

- Work with the Librarian & Historian to inventory, store and maintain equipment from the troop Scout Room.
- Responsible for training the Librarian & Historian.
- Can make any necessary changes to the scout room as long as it is approved by the Scoutmaster or Asst. Scoutmaster.

(Trailer)- Adult leader responsible for the organization of the troop trail.

- Work with the Quartermaster to inventory, store and maintain equipment from the troop Trailer.
- Responsible for training the Quartermaster
- Can make any necessary changes to the trailer as long as it is approved by the Scoutmaster or Asst. Scoutmaster.
- Checks to make sure that the trailer is ready to travel. (Ex. Tires, Lights, & Equipment)

**Rigatoni Dinner Committee-** Adult leader in charge of rigatoni dinner. Runs all functions of the rigatoni dinner from the day the date is chosen to the day all funds are tunded in after the fundraiser completion. There is an operation manual for this position.

- Promotes the Rigatoni Dinner.
- Lets troop know about all the dates of Rigatoni Dinner and when tickets sells starts.
- Updates the operation manual for Rigatoni Dinner to the Scribe/Records.
- Is responsible for Rigatoni Dinner fundraiser up to the time all funds are all turned in.
- Arranges for all the food and preparation for the Rigatoni Dinner such a placemats.
- Help scouts understand the impotents of Rigatoni Dinner.
- Report to the troop Committee at meeting during the pre-work and after the Rigatoni Dinner.

**Secretary-** Adult leader who takes notes for all the committee meeting.

- Keep minutes of meetings.
- Handle publicity.
- Sets up a sign up sheet for who is going to attend each Roundtable.
- Attend committee meetings regularly

**Scotch Doubles Bowling Committee-** Adult leaders in charge of Scotch Doubles Bowling. Runs all functions of the Scotch Doubles Bowling from the day the date is chosen to the day of the Scotch Doubles Bowling. There is an operation manual for all the position.

(Food)- Adult leader who is responsible for making sure there is enough food for all the participants.

- Organizes a food list and has committee and parents sign up to bring food.
- Makes sure enough food is arranged to feed everyone.

- Double checks on all people bring food are still good to bring their food.
- Setup and maintain food during the Scotch Double Bowling
- Updates the operation manual for Scotch Doubles Bowling (Food) to the Scribe/Records.
- Reports to the Scotch Double Bowling (Organizer).

(Organizer)- Adult leader who is responsible for making sure all the dates are set and arrangements have been made. Communicates with other three chair members to ensure a successful event.

- Promotes the Scotch Double Bowling.
- Setup the location of the Scotch Double Bowling.
- Communicate between the Food, Prizes, & Registration with troop committee meeting.
- Is responsible for Scotch Double Bowling fundraiser up to the time that the night is over.
- Updates the operation manual for Scotch Doubles Bowling (Organizer) to the Scribe/Records.
- Help scouts & parents to understand the impotents of Scotch Double Bowling.
- Arranges the setup of everything the night of the bowling.
- Makes all announcements during the bowling and makes sure all is running properly.
- Report to the troop Committee at meeting during the pre-work and after the Bowling Night.

(Prizes)- Adult leader who is responsible for the door prizes.

- Announces to all parents and committee about the collection of Door Prizes.
- Receives all the door prize and holds them until the Scotch Double Bowling night.
- Organize all the door prizes.
- Setups and calls names during the Scotch Doubles Bowling.
- Updates the operation manual for Scotch Doubles Bowling (Prizes) to the Scribe/Records.
- Reports to the Scotch Double Bowling (Organizer).

(Registration)- Adult leader who is responsible for the registration of the event and assigns the lanes for each couple to bowl in.

- Announces to all parents, committee, & scouts about the start of registration for the Scotch Double Bowling.
- Assigns all the lanes for all the couples.
- Keeps a consent eye on the registration to track how many people are coming.
- Setups the registration area the day of the bowling.
- Signs everyone into the Scotch Double Bowling and also signs up people before bowling starts.
- Makes sure all funds are turned into the treasurer during the pre signup and the completion of the event.
- Promotes early registration of the Scotch Double Bowling.
- Updates the operation manual for Scotch Doubles Bowling (Registration) to the Scribe/Records.
- Reports to the Scotch Double Bowling (Organizer).

**Treasurer-** Adult leader responsible for tracking all financing in the troop. Has to keep accurate accounting of all accounts and sub accounts except for the individual scout accounts.

- Handle all Troop funds.
- Pay bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Keep adequate records of troop incoming/outgoing finances.
- Maintain checking and savings accounts.
- Make sure all money is turned in by the fundraisers and other events
- Work with Scribe/Records for the scouts accounts.
- Report to the troop Committee at each meeting.
- Lead in the preparation of the annual Troop budget.