

Staff

The staff interacts with the scouts on a weekly basis and runs all major operations for all the actives with the scouts. The Scoutmaster and Assistant Scoutmasters run the troop meetings and most of the scouting events; while the rest of the roles are advancement, organization, communication, & record keeping.

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 the 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.
- Organize the Staff to see that all functions are delegated, coordinated, and completed.
- Keeps a petty cash report and report to the Troop Treasure.
- Attend Troop Committee Meetings.
- Conduct or delegate Scoutmaster Conferences for all rank advancements and youth personal development as needed.

Assistant Scoutmaster- Adult leader that helps 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.

Advancement Chairman- Adult leader that is responsible for maintaining up to date records on all scout/adults data and uses Troopmaster to maintain a database of all records of scouts/adults which includes (Personal Info, 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.

Quartermaster

(Scout Room)- Adult leader responsible for the organization of the Troop Scout Room. They also oversee the position of the Troop Librarian & Historian.

- Work with the Librarian & Historian to inventory, store and maintain equipment in 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 Trailer They also oversee the position of the Troop Quartermaster.

- Work with the Quartermaster to inventory, store and maintain equipment in 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)

Scribe/Records- Adult leader who keeps electronic data and records. Helps manages Troop funds at the Scouts level. They also oversee the position of the Troop Scribe and some of the Troop Quartermaster.

- 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 Troop Quartermaster record all tent uses and borrowed 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 Troop Treasurer to maintain accounting records for scout account.

Committee

The committee has very little interaction with the scouts and runs all behind the scene activities. The committee is why the troop runs. They make decisions in best interest for the troop and help run board of reviews. Scouts see or know very little about these roles. The troop would not operate if it was not for these positions below.

Committee Chairman- Adult leader that runs the troop committee and organizes the committee meetings. Insures that all troop functions are being ran properly and reports 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.

Aquatics Chairman- Adult leader that runs the Troop Aquatics program. Sets up all functions of the troop aquatics program and promotes the swimming program to the troop and the district.

- Run an Aquatics program in accord with National policy.

- Sets up the dates, pool facility, and instructors for the Aquatics program.
- Promotes Aquatics to the Troop and District (Round Table and/or E-Mail).
- Teaches or assigns instructors to teach Swimming, Aquanaut, Lifesaving, & Learners
- Keeps records of participants and instructors.
- Tracks progress of all aquatics classes.
- Track finance transactions and report to the Troop Treasure.
- Works with the Troop Webmaster on updating the Troop Aquatics site.
- Report to the troop committee at each meeting.

Camping Chairman- Adult leader sets reservations 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. They also oversee some of the position of the Troop Scribe.

- 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.

Chaplain- Adult leader that provide spiritual tone, give spiritual counseling, and promote the regular religious participation of each member.

- Provide a spiritual tone for campouts and troop meetings.
- Provide spiritual counseling when needed or requested.
- Provide opportunities for all boys to grow in their relationship with God and their fellow Scouts.
- Encourage Scouts to participate in the religious emblems program of their respective faith.
- Work with the Chaplain Aide to plan and conduct an annual Scout religious observance (Scout Sunday).
- Give guidance to the Chaplain Aide.
- Can attend Troop Committee Meetings.

Chartered Organization Rep- Adult leader that communicates between the scout Troop/Pack and the Troop/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 Troop/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 Member- Adult leader that attends committee meetings to help make Troop decisions.

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

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 Scouts in writing his ambitions and life purpose letter.
- Coordinates progress of scouts back to the Scoutmaster.

Goodturn Chairman- Adult leader that keeps adequate records of all service hours and reports them to the Advancement Chairman and to Journey to Excellence website.

- Assist the Advancement Chairman.
- Keep adequate records of scout and scouters goodturns.
- Reports goodturn hours to Journey to Excellence service hours website.
- Attend committee meetings regularly.

Fundraiser Committee- Adult leaders 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.
- Assist with planning and organizing fundraisers.
- Works with the Troop Webmaster on updating the Fundraiser page.
- Help scouts & parents to understand the importance fundraising
- Find personal to run fundraiser sub committees.
- Communicates with all fundraising positions.
- Encourages fundraiser personal to update operation manual for fundraiser to the Scribe/Records.
- Attend committee meetings regularly.

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

- Sets 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 and 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 and Scoutmaster.
- Provide adequate facilities for the Scouting unit(s) to meet on a regular schedule with time and place reserved.

Recruitment Committee- Adult leaders reasonable for Troop/Pack recruitment. They work with the Scoutmaster and the Cubmaster on recruiting boys for the scouting program.

- Over sees all Troop/Pack recruitment activities.
- Promotes boys to join the Troop/Pack.
- Goes to other organization Packs meeting to offer a Boy Scouting transition (Meetings, Campouts, & Other Troop/Pack 16 Events).
- Goes to open houses to promote boys to join the Troop/Pack.

- Attend committee meetings regularly.

Secretary- Adult leader who takes notes for all the committee meeting and is responsible for making sure someone attends the District Roundtable.

- Keep minutes of meetings.
- Handle publicity.
- Sets up a sign up sheet for who is going to attend each Roundtable.
- Works with the Troop Webmaster on sending out the Committee Minutes.
- Attend committee meetings regularly.

Treasurer- Adult leader responsible for tracking all finances 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.

Webmaster- Adult leader responsible for running the Troop website and keeps all information updated and accurate as possible. Also manages the troop E-Mail/Texting roster and post photos on the web. They also oversee some of the position of the Troop Historian.

- Manages the Troop website.
- Manages the Troop E-Mail/Texting roster for Staff, Parents, & Scouts.
- 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.