

Troop 657-B / Troop 657-G Adult Leader Positions

Scoutmaster:	Michael Bremser	
Committee Chair:	Mike Biddle	
Committee Vice Chair:	Norm Herron	
Treasurer:	Jeff Butler	
Advancement Chair:	Kate Pollard	
Assistant Scoutmasters:	<i>Patrol Advisors:</i>	<i>Life to Eagle:</i>
	Ceci Chang	Mike Burton
	Patrick Campuzano	Kevin Olszewski
	Chris Pollard	
	Mike Kern	
	Larry Halfhill	
	Tom Olszewski	
	Ryan Campuzano	
Outings Chair:	Jillian Bowman / Stacey Levine	
Training Chair:	<i>Open</i>	
Fundraising Chair / Scout-O-Rama Sales Chair	Jillian Bowman	
Community Service Chair	Jillian Bowman	
Order of the Arrow Representative	<i>Open</i>	
Troop Secretary	Kris Pei	
Chaplain	<i>Open</i>	
Webmaster:	Margaret Reed	
Quartermaster:	<i>Open</i>	
Merit Badge Coordinator	Paurvi Triverdi	
Apparel Coordinator/ Uniform Coordinator:	Penny Ruvelas	
Religious Coordinator:		
Recharter Coordinator:	Janet Peay	
Summer Camp Coordinator:	Stacey Levine	
Court of Honor Chair:	Jennifer Tai	
Court of Honor Assistant/Committee:	<i>Open</i>	
Court of Honor Program Coordinator:	Jennifer Tai	
Roundtable Representative:	<i>Open</i>	
Outreach Coordinator:	Susan Pollard	
Board of Review Coordinator:	Amanda Ingalls	
New Member Chair:	Savvas Roubanis	
Membership Coordinator:	<i>Open</i>	

OTHER ADULT SUPPORT:

The Troop will always need support from adult volunteers to help lead outdoor activities. In order to have a vibrant troop, it is important to have a robust outdoor program. Adult supervision at these events is crucial in making this happen.

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Troop 657 Adult Leader Positions Job Descriptions. Not all positions are necessary for a Scout Troop to run efficiently, but some are (Scoutmaster, Committee Chair, Treasurer, etc.). Some positions can be combined and filled by one person. The boys' troop and the girls' troop must each have its own Scoutmaster, however, an Assistant Scoutmaster can fulfill this position for both troops. It should be mentioned though that each troop will work most effectively if each one has its own Assistant Scoutmasters as well.

Scoutmaster (SM)

Duties:

- Train and guide the Troop's Junior Leaders.
- Work with other responsible adults to bring Scouting to the boys and girls.
- Use the methods of Scouting to achieve the Aims of Scouting.
- Meet regularly with the Patrol Leaders Council (PLC) for training and coordination in planning Troop activities.
- Attend all Troop meetings, or if necessary, arrange for a qualified adult substitute.
- Attend Troop Committee meetings.
- Attend all camp outs or arrange for a qualified adult substitute.
- Attend monthly district Roundtable or arranges for a qualified adult substitute.
- Attend Eagle Boards of Review and introduce the Troop's Eagle candidates or arrange for a qualified adult substitute.
- Conduct Scoutmaster conferences for all rank advancements or delegate to a qualified Assistant Scoutmaster (ASM).
- Delegate responsibilities to other adults (assistants and Troop committee).
- Coordinate annual elections for Troop junior leaders with the Patrol Leaders Council (PLC).
- Coordinate an annual Junior Leaders Training program with the Patrol Leaders Council (PLC)
- Coordinate an annual planning meeting with the Patrol Leaders Council (PLC) to plan the next year's Troop activities. Present this plan to Troop Committee for approval.
- Make it possible for each Scout to experience at least 10 days and nights of camping each year.
- Build a strong program by using proven methods presented in Scouting literature.
- Attend Scoutmaster training and Woodbadge training.
- Conduct all activities under qualified leadership, safe conditions, and under the policies of the chartered organization and the Scouts of America.
- Maintain a close relationship with the Charter Organization Representative and the Troop Committee Chair.

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Assistant Scoutmasters (ASM)

Description: Assistant Scoutmasters are selected by the Scoutmaster with assistance of the Troop Committee. They serve at the satisfaction of the Scoutmaster and the Troop Committee. They may be 18 years old, but at least one must be 21 or older.

Reports to: Scoutmaster

Duties:

- Assist the Scoutmaster with his/her responsibilities.
- Attend Troop meetings and outings.
- Become trained for the position to include Scoutmaster Fundamentals Training and Outdoor Leader Training
- Woodbadge Training is highly recommended.
- Fill in for Scoutmaster when required.

In addition to the above duties several ASMs have additional responsibilities in specific areas as assigned by the Scoutmaster:

- *ASM - Patrol Advisor* - Act as a mentor to Patrol Leader and serve as a resource to the patrol.
- *ASM - Life to Eagle Advisor* - See description under committee positions. This could be a Troop Committee or Asst. Scoutmaster position.

Committee Chair (CC) –

Description:

Maintain a close relationship with Charter Organization Representative, keeping this key person informed of the needs of the Troop which must be brought to the attention of the district and council.

Meet with the Scoutmaster on policy matters relating to the Scout program and the chartered organization.

Duties:

Supervise Troop Committee operation:

- Conduct monthly committee meetings.
- Assign and delegate duties to and training committee members.
- Plan for Troop charter review, recruiting, and registration.
- Recognize the need for more patrols and see that new patrols are formed as needed.
- Review bills before payment by the Troop Treasurer.
- Attend Scouts of America leader basic training, monthly Roundtables, and training as required.
- Work with the Scouting coordinator to provide adequate and safe facilities for Troop meetings.
- Assume active direction of the Troop, if the Scoutmaster is unable to serve, until a successor is recruited and commissioned.
- Develop and maintain strong Troop/Pack relationships sharing with the Pack committee the need

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for graduations into the Troop.

- Work closely with the Unit commissioner and other Troop and Pack leaders in effecting a smooth transition of Webelos Scouts into the Troop.
- Support the policies of the BSA Organize the Troop Committee to see that all functions are delegated, coordinated, and completed.
- Ensure the Troop adheres to the policies of the Chartered Organization and the 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 and Scoutmaster Fundamentals.
- Encourage adult leaders to get trained.

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Committee Vice Chair

Reports to: Committee Chair (CC)

Duties:

- Attend all Troop Committee meetings.
- Assist the Committee Chair as needed.
- Work with the chartered organization representative to provide adequate and safe facilities for Troop meetings.
- Review bills before payment by the Troop Treasurer.
- Assign and delegate duties to other committee members and leaders.
- Attend Scouts of America leader basic training, monthly roundtables, and training as required.
- Fill in when the Committee Chairman is not available.
- Support the policies of the BSA.

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Treasurer

Duties:

- Handle all Troop funds. Pay all bills on recommendation of the Scoutmaster and authorization of the Troop Committee.
- Help the Committee Chairman and the Scoutmaster establish a sound financial program for the Troop with a Troop budget plan.
- Provides a treasurer's report at each Troop Committee meeting.
- Maintain a written budget for Troop expenses and provides account statements as requested.
- Prepares financial records for annual audit.
- Maintains the Troop savings and checking accounts, and keeps appropriate records related to Troop funds.
- Supervise Scout Accounts, tracks individual Scout camp fund accounts.
- Work with Re-charter Coordinator to collect and record annual dues.
- Work with Fundraising Coordinator to account for monies earned during fund raisers and track Scout account credits earned.
- Work with Membership Coordinator to process 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.
- Attend most Troop meetings.
- Coordinate the payment of all bills.
- Provide a list of Scouts who are delinquent in their Troop account or are behind in payment of dues at each committee meeting.
- Works with the fundraising committee with respect to the placement of incoming funds.
- Reviews Troop expenditures and purchases.
- Report to the chartered organization as needed on the financial condition of the Troop.
- Support the policies of the BSA

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Secretary

Duties:

- Attend all Troop committee meetings, record the minutes, with special emphasis on decisions made, actions taken, and policy made.
- Transcribe and distribute copies of the minutes to all registered adult leaders as soon as possible following the committee meeting to ensure members have time to follow up on action items.
- Send out committee meeting notices.
- Handle publicity (Flyers, Signs, Posters, Banners, Newsletters)
- At each committee meeting, report the minutes of the previous meeting.
- Handle Troop correspondence as needed.
- Keep informed of all BSA literature, materials, records, and forms to help leaders function effectively. Help new leaders by telling them what resources are available.
- Prepare, duplicate and distributes fliers as necessary.
- Handle all correspondence for the Troop. Prepares (obtaining appropriate signature/s) and sends letters and thank you notes.
- Train and supervise the Troop Historian.
- Support the policies of the BSA

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Advancement Chair

Duties:

- Encourages Scouts to advance in rank.
- Attend Troop Committee meetings and report as needed.
- Provide an update report at each Troop Committee meeting.
- Maintain a Merit Badge counselor list and provide to Webmaster for updates to Troop Website
- Have extensive working knowledge of the BSA 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.
- Keep records of Troop advancement in Troop Master program.
- Provides Court of Honor Program Coordinator with information for Court of Honor program.
- Purchase and coordinate the distribution of awards and recognitions.
- Maintain all data in Troopmaster such as personal data
- Gather data from other Troop leaders for entering into Troopmaster as required or appropriate.
- Support the policies of the BSA

Membership Coordinator

Duties:

- Maintain contact with local Cub Pack leaders to provide crossover continuity
- Encourage Den Chiefs and promote Den Chief Training.
- Invite Webelos dens to visit the Troop and attend annual Webelos camp out. 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.
- Should attend most Troop meetings and be prepared to welcome visitors and provide information about the Troop and how to join.
- Coordinate with Cubmaster 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.

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- Contact inactive Scouts and encourage them to become active again.
- Reports to Committee as needed at committee meetings.

Uniform Bank Coordinator

Duties:

- Maintain spare uniform parts as donated by Scouts in the Troop and others.
- Ensure that spare uniform parts are displayed at Courts of Honor for use by any interested Scouts.
- Promote donation of outgrown and unused uniform parts to the uniform bank.

Outings 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.
- 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.
- Publish a driving roster for each outing.
- Identify emergency contact person for each trip.
- Work with Advancement Chair/Database Coordinator to ensure council has updated drivers/vehicle list for Tour Permits.
- Promote attendance at Troop camp-outs, district/council activities (camporees, Scout-O-Rama, etc.), and summer camp to reach the goal of one outing per month.
- Keep Tour Leader(s), Scoutmaster, and Committee Chair updated on any issues or potential problems.
- Report to the Troop Committee at each meeting.

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Adult Quartermaster

Duties:

- Provide an update report at each Troop Committee meeting as needed.
- Supervise and help the Troop procure, repair, and replace camping equipment.
- 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.
- Maintain the Troop trailer, and an inventory of Troop property
- Coordinate the distribution and collection of supplies to patrols for Scouting events and activities.
- Ensure that all damaged or lost equipment is repaired or replaced. For damage that is beyond normal wear and tear, ensure that the responsible person or party repairs or replaces the damaged or lost equipment.
- Order and purchase additional equipment as necessary with approval of the Troop Committee.
- Support the policies of the BSA

Fund Raising Coordinator

Duties:

- Ensure all fund-raising activity meets BSA guidelines.
- Obtain 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.
- Delegate below responsibilities to Asst. Fund Raising persons for particular activity if appropriate.
- Determine sustainable, repeatable fundraising event(s)
- Determine fundraising opportunities in which the Troop can and will participate
- Coordinate the execution of all fundraising events
- Work closely with the Scout-O-Rama Sales chair to ensure their success.
- Organize Scouts and parents to assist in fund raising activities.
- Track hours worked and funds earned. Submits report to Asst. Treasurer for crediting Scout Accounts.

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Chaplain

Duties:

- Provide a spiritual tone for Troop meetings and activities.
- Give guidance to the Chaplain Aid (a Scout position).
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Coordinate visits to homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Promote the pursuit of religious awards by all Scouts.
- Coordinate with Chaplain Aid religious observations during Scout activities.

Training Coordinator:

Duties:

- Ensure adults and Scouts are made aware of training opportunities.
- Coordinate yearly Youth Protection Training prior to Summer Camp.
- Coordinate Fast Start Training for new parents after Webelos have bridged.
- Coordinate monthly 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.
- Report to Troop Committee as needed at Committee Meetings.

Board of Review Coordinator:

Duties:

- Coordinate Board of Review (BOR) requests from Scouts with qualified BOR parent representatives
- Maintain contact list of BOR parent representatives
- Recruit new parent volunteers as BOR representatives
- Keep the Scoutmaster and Committee Chair apprised of activities.
- Report to Troop Committee as needed at Committee Meetings.

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Court of Honor Coordinator (and Assistant:

Description:

Every six months, the Troop conducts a Court of Honor to formally award and recognize Scouts for their achievements. The Court of Honor should have a special theme or illustration to underscore the advancement process. The tone for the Court should properly blend a fun, family event with an earnest recognition of diligent effort by those recognized.

Duties:

- Find people to help set up tables
- Purchase or coordinate refreshments
- Develop the schedule
- Coordinate or provide for theme and any special displays or props
- Coordinate with the Advancement Chair to ensure recognition devices area available and organized for efficient presentation
- Maintain the Advancement Posts (Maintain/Prepare new nameplates, insure posts and nameplates are available at COH)

Friends of Scouting (FOS) Coordinator:

Duties:

- 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 a Court of Honor.
- 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.

Service Project Coordinator / Charitable Activities:

Duties:

- Discuss possible projects with Committee Chair and Scoutmaster for suitability.
- Gain PLC and Troop Committee support for project and set date.
- Coordinate procurement of materials/supplies needed.
- Promote attendance at service project and generate a sign-up list.
- Maintain records of participation hours and submit same to Advancement Coordinator.
- Coordinate sending thank you letters for those who donated material/supplies. Provide a copy of these letters to school office.
- Report on project to Troop Committee.

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Scout-O-Rama Sales Chair

Description:

Work with District to communicate and distribute Scout-O-Rama booklets, collect money and arrange prizes for recognition

Scouting for Food Coordinator

Description:

Coordinate the Troop's participation in the annual Scouting for Food Drive

Re-charter Coordinator

Duties:

- Attend district re-charter training/orientation meeting.
- Coordinate with Committee Chair and Scoutmaster to set re-charter turn-in dates.
- Notify parents about re-charter dates.
- Work with Treasurer to collect and record re-charter fees.
- Work 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.

Life to Eagle Advisor

Duties:

- Provide Scouts attaining Life rank the "Life to Eagle" packet.
- 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.*

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Adult Grubmaster – One per outing

Duties:

- Coordinate the purchase of food for the Adult Patrol on camp outs.
- Work with the Tour Leader and adults attending the camp out to prepare a menu.
- Coordinate buying of food and getting to Troop departure point for camp outs. Emphasis is staying on budget while following menu plan for number of adults attending.
- Work with Quartermaster to make sure adult staples boxes are stocked with consumable items.
- Be at the Troop meeting when menus are being planned.
- When the Troop needs to purchase all food for both Scout and adult patrols as one menu, coordinate the purchase of all food, working closely with Tour Leader and Troop Committee to stay on budget for menu planned and number of people attending the camp out.

Merit Badge Counselor Coordinator

Duties:

- Promote Troop parents to sign up as counselors.
- Provide and/or coordinate training for parents
- Supply and submit appropriate counselor registration forms
- Work closely with Committee Chair
- Attend monthly Roundtable meeting for Merit Badge updates.

Merit Badge Counselor

Description:

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.

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Committee Member (MC)

*All **registered** adults are members of the Troop Committee. All adult leaders must be approved by the Committee Chair and the Charter Organization Representative and adult application is processed by the local BSA Council.*

- Read their son/daughter's Scout Handbook.
- Understand the Aims and Methods of Scouting.
- Take Fast Start 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 fundraisers, service projects, and activities.
- Participate in Board of Reviews as requested by the Advancement Coordinator.
- Assist the area Coordinators when requested.