



*Adult  
Leadership  
Positions*

*Troop 5  
Brookfield*

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## *The Scoutmaster & Assistants*

### **The Scoutmaster**

This is the most visible position in the troop. The Scoutmaster has the most influence on the boys in the troop and should be selected with care. Remember – actions speak louder than words. After boys cross over to boy scouts, the emphasis changes from an adult run program to a boy run, adult supervised program. This transition is often harder for the adult leaders than for the scouts. A good rule of thumb is to never do what a boy can do. If he can't do it, then teach him so he can do it next time.

- Must be at least 21 years of age.
- Responsible for training and guiding the boy leaders (Patrol Leader's Council).
- Work with other responsible adults to bring Scouting to boys.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the patrol leaders' council for training and coordination in planning activities.
- Attend all troop meetings, campouts, and trips, or arrange for substitute.
- Conduct periodic parents' sessions to share the program and encourage parent participation.
- Take part in annual membership inventory and uniform inspection.
- Conduct Scoutmaster conferences for all rank advancements.
- Participate in council and district events.
- Delegate responsibilities to Assistant Scoutmasters.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
- Attend troop committee meetings.

### **Assistant Scoutmasters**

The Scoutmaster, with the help of the troop committee, recruits assistant Scoutmasters to help operate the troop. Each assistant Scoutmaster is assigned specific duties and reports to the Scoutmaster. A troop should recruit as many assistant Scoutmasters as needed, at least one of whom must be at least 21 years of age. Many troops assign an Assistant Scoutmaster to be responsible for helping the new boys make a successful transition into the troop. Assistant Scoutmasters can also pick up unfilled committee positions.

- Fill-in for the Scoutmaster in his absence.
- Perform the responsibilities assigned by the Scoutmaster.
- Encourage participation by boys and their families in troop activities and advancement.
- Conduct Scoutmaster conferences for ranks agreed by Scoutmaster.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
- Attend troop committee meetings.

*The committee meets on the third Tuesday of each month at 8:45 pm. All parents are invited to attend. Please check the troop calendar for schedule changes. All adult positions are open to men and women alike. Please consult the Guide to Safe Scouting for rules regarding coed activities.*

### ***The Troop Committee***

Consisting of a minimum of three members 21 years of age or older, the Troop Committee is the Troop's "Board of Directors." It works on behalf of the Chartered Organization to support the Troop by ensuring a quality Scouting program. Each member of the committee should have specific responsibilities, thus dividing the whole job among the committee membership. Among the responsibilities of the Troop Committee are:

- Supports leaders in carrying out the program.
- Is responsible for finances, adequate funds, and disbursements in line with the approved budget plan.
- Obtains, maintains, and properly cares for troop property.
- Ensure the troop has an outdoor program (minimum 10 days and nights per year).
- Serves on boards of review and courts of honor.
- Supports the Scoutmaster in working with individual boys and problems that may affect the overall troop program.
- Provides for the special needs and assistance some boys may require.
- Helps with the Friends of Scouting campaign.
- Assists the Scoutmaster with handling boy behavioral problems.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.

### **Committee Chairperson**

- 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.
- Interpret national and local policies to the troop.
- 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 roundtables.
- Recruit top-notch, individuals for adult leadership, working with the Chartered Organization Representative to promptly register new leaders and check all references. Encourage adult leaders to get trained.
- Ensure that new youth members are promptly registered with the Council Service center, and that new Scout families receive the Troop's new member information packet.
- Arrange for charter review, recharter annually and plan the charter presentation.
- Maintain a close relationship with the chartered organization representative and the Scoutmaster.

### **Advancement Chairman**

- Encourage Scouts to advance in rank.
- Maintain all Scout advancement records.
- Arrange troop boards of review and courts of honor.
- Develop and maintain a merit badge counselor list.
- 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.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Chartered Organization Representative**

- Act as liaison between the Chartered Organization and the Troop.
- Schedule use of facilities.
- Maintain close contact with the Chartered Organization to support the needs of the Troop Committee.
- Encourage service projects to benefit the Chartered Organization as well as other community groups.
- Approve all adult leaders applications, and work with Committee Chairman to check references of all adult leader applicants.
- Report to the Troop committee at each meeting. If not in attendance, submit written report.

### **Eagle Scout Adviser**

- Advise Eagle Scout candidates on the general process of applying for Eagle Scout rank.
- Advise Eagle Scout candidates on service projects; assist with paperwork preparation.
- Conduct Life to Eagle transition orientation to new Life scouts, providing Council workbooks.
- Coordinate Eagle Boards of Review with District Advancement Committee.
- Assist Eagle Scout families with Eagle Court of Honor planning.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Equipment Coordinator (Quartermaster)**

- Supervise and assist the Troop Quartermaster in procuring camping equipment and supplies.
- Advise Troop Quartermaster on inventory, maintenance, purchase, and storage of Troop equipment.
- Make periodic safety checks on all troop camping gear, and encourage the troop in the safe use of all outdoor equipment.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Fundraiser Coordinator**

- Present fundraising ideas at Troop Committee meetings for approval by membership and Troop Leadership Council (TLC).
- Contact sources for fundraising ideas.
- Promote fundraising projects at Troop Committee meetings, Troop meetings and Courts of Honor.
- Distribute product to all Scouts.
- Maintain records for each project.
- Work with Treasurer to collect money from Scouts and see that invoices to fundraising companies are paid on a timely basis.

### **High Adventure Coordinator**

- Coordinate regular high adventure meetings. Information on itinerary, equipment and rules and responsibilities should be discussed at these meetings.
- Ensure appropriate transportation
- Ensure financing is arranged.
- Follow requirements outlined in "Guide to Safe Scouting"

### **Hospitality Coordinator**

- Contact parents and other guests for Courts of Honor.
- Coordinate refreshments for Courts of Honor.
- Secure facilities or sites and equipment needed for Courts of Honor and Scout Sunday.
- Work with parents of an Eagle candidate to plan and execute an appropriate Eagle Court of Honor, including letters of recognition, publicity, ceremony and refreshments.
- Handle the procurement and presentation of all Appreciation Awards (adult) as determined by the Troop Committee.

### **Membership Chairman**

- Coordinate general recruiting efforts.
- Maintain contact with local Cub Packs; Train Den Chiefs.
- Works with Cub Scout Pack Leadership to plan Webelos visits and Crossover planning.
- Contact inactive Scouts and encourage them to become active again.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Training**

- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of adult training.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic junior leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Treasurer**

- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and savings accounts.
- Keep adequate records of income and expenses.
- Supervise money-earning projects, including obtaining proper authorizations. Coordinate the fundraising activities of the Popcorn Sales coordinator and other fund raising coordinators as required.
- Supervise the camp savings plan, and the individual scout's accounts in the treasury.
- Lead in the preparation of the annual troop budget.
- Promote the Friends of Scouting (FOS) campaign, working closely with the Troop's FOS Coordinator.
- Report to the troop committee at each meeting. If not in attendance, submit written report.

### **Secretary**

- Attend all Troop committee meetings, recording the minutes, with special emphasis on decisions made, and action items identified.
- Transcribe and distribute copies of the minutes to all registered adult leaders.
- Handle Troop correspondence as needed.
- Report to the Troop committee at each meeting. If not in attendance, submit written report.