

Committee Chair:

Serves as the Chief Executive Officer of the Troop Committee. The Committee Chair votes only in the event of a tie vote. The Committee Chair is elected by the Troop Committee and shall hold that office at the pleasure of the Committee until he/she resigns or a replacement is voted into office.

Committee Chair duties:

- Organize the committee to see that all functions are delegated, coordinated, and completed
 - Authority to appoint and remove all other persons holding committee positions
 - Accountable for the performance of all persons holding committee positions in completing their appointed functions
 - Call, preside over, and promote attendance at monthly Troop committee meetings
 - Prepare Troop committee meeting agenda
 - Maintain a close relationship with the chartered organization representative and the Scoutmaster
 - Appoint the selection committee members and serve as the chair with regard to the selection of candidates for the position of Scoutmaster
 - Interpret national and local policies to the Troop
 - Ensure Troop representation at monthly District Roundtable
 - Secure top-notch, trained individuals for camp leadership
 - Arrange for charter review and re-charter annually
 - Plan the Charter presentation
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Committee Secretary:

The Committee Secretary is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Secretary duties:

- Keep minutes of meetings and send out committee meeting notices
 - At each committee meeting report the minutes of the last meeting
 - Assures tour permits and permission slips are properly prepared and submitted
 - Assures membership and registration material is distributed and properly completed
 - Coordinate the following activities: Phone Tree, Troop Roster, Photo Copy Resources, Newsletter, Hospitality, and Web Page
 - Maintains and distributes Troop Manual
 - Handle publicity
 - Conduct the Troop resource survey
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Committee Treasurer:

The Committee Treasurer is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Treasurer duties:

- Handle all Troop funds
- Maintain checking and savings accounts
- Pay bills on recommendation of the Scoutmaster and authorization of the Troop committee
- Maintain adequate records for IRS filing purposes
- Train and supervise the Troop Scribe in record keeping
- Keep adequate records in the Troop Record Book

- Supervise money-earning projects, including obtaining proper authorizations
 - Supervise the camp savings plan
 - Lead in the preparation of the annual Troop budget
 - Lead the Friends of Scouting campaign
 - Report to the Troop Committee at each meeting
 - Coordinate the following activities: Fundraising, Scrip, Troop T-Shirts, Patches, Nametags, and Popcorn Sales.
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Committee Membership Coordinator:

The Committee Membership Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee. Troop membership duties may instead be assigned to an Assistant Scoutmaster rather than an appointed committee position. An Assistant Scoutmaster reports to the Scoutmaster.

Committee Membership Coordinator duties:

- Responsible for Webelos-to-Scout transition
 - Coordinates Troop representation at the District Scouting Extravaganza
 - Coordinates Troop visits to/by Webelo Scouts, their Den Leaders, and their parents
 - Welcomes Webelo Scouts, Den Leaders, and their parents visiting the Troop
 - Discusses Troop operation with prospective Webelo parents
 - Coordinates Webelo Scouts with their parents to attend Scouting-On-Display with the Troop
 - Report to the Troop Committee at each meeting
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Committee Outdoor & Activities Coordinator:

The Committee Outdoor & Activities Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Outdoor & Activities Coordinator duties:

- Promotes the National Camping Award
 - Ensures a monthly Outing Program
 - Consults with the Scoutmaster to prepare for each outing or activity
 - Arranges through the outing Point Of Contact (POC) to secure all required permits, permission slips, campsites, and transportation
 - Coordinates with the POC the following annual outings/activities: Scouting For Food, Camporees, Scouting Extravaganza, Klondike Derby, and Summer Camp
 - Coordinates the activities of the adult committee member POCs for Service Projects
 - Report to the Troop Committee at each meeting.
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Committee Advancement Coordinator:

The Committee Advancement Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Committee Advancement Coordinator duties:

- Encourages Scouts to advance in rank
- Works with the Troop Scribe to maintain all Scout advancement records
- Arranges Troop Board of Reviews and quarterly Courts of Honor
- Develops and maintains a Merit Badge Counselor list
- Complete and submit the correct form to the Council Service Center to secure badges and certificates

- Work with the Troop Librarian to build and maintain a Troop library of merit badge pamphlets and other advancement literature
 - Recruit committee members to serve as Life to Eagle Advisors
 - Report to the Troop Committee at each meeting
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Committee Training Coordinator:

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

Committee Training Coordinator duties:

- Ensures Troop adult leaders and committee members have opportunities for training
 - Maintains an inventory of up-to-date training materials, videotapes, and other training resources
 - Maintains a record of adult training for purposes of re-certification and fulfilling BSA requirements
 - Works with the District training team in scheduling Scout Adult Leadership Training for all new adult leaders
 - Responsible for BSA Youth Protection training within the Troop
 - Encourages Junior Leadership Training (JLT) within the Troop and at the council and national levels
 - Reports to the Troop Committee at each meeting
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Troop Chaplain:

The Troop Chaplain is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee.

Troop Chaplain duties:

- Provides a spiritual tone for Troop meetings and activities
 - Gives guidance to the Chaplain Aide
 - Promotes regular participation of each member in the activities of the religious organization of his choice
 - Coordinates visits to homes of Scouts in time of sickness or need
 - Gives spiritual counseling service when needed or requested
 - Encourages Boy Scouts to earn their appropriate religious emblems
 - Reports to the Troop Committee at each meeting
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Committee Equipment Coordinator:

The Committee Equipment Coordinator is appointed by the Committee Chair and serves at the pleasure of the Committee Chair and the Troop Committee. The Committee Equipment Coordinator is sometimes referred to as the Adult Quartermaster or simply Quartermaster, and should not be confused with the Troop Quartermaster which is a junior leadership position.

Committee Equipment Coordinator duties:

- Supervise and help the Troop procure equipment
- Work with the Troop Quartermaster on inventory and proper storage and maintenance of all Troop equipment
- Make periodic safety checks on all troop gear, and encourage Scouts in the safe use of all equipment
- Report to the Troop Committee at each meeting

Committee Point Of Contact:

For each outing and activity there is a Committee Member volunteer assigned to be the Point Of Contact (POC).

Point Of Contact duties:

- Coordinate with the Scoutmaster, Committee Outings and Activities Coordinator, Committee Equipment Coordinator, Committee Secretary, and Committee Treasurer to ensure a successful outing or activity
 - Provide Troop representation for outings and activities at the District or Council level
 - Point Of Contact Guidelines document is available on the Resource page in the Forms Table.
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Committee Grubmaster:

For each outing there is a Committee Member volunteer assigned to be the Adult Patrol's Grubmaster.

Committee Grubmaster duties:

- Coordinate activities with the outing Point Of Contact (POC)
 - Prepare a menu
 - Collect grub money from POC
 - Retrieve ice chest from Committee Equipment Coordinator
 - Purchase food and other needed items
 - Bring food to outing location
 - Prepare and post Duty Roster
 - Grubmaster Guidelines document is available.
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Parents' Role:

The role of parents is to be supportive of the Troop's efforts and to provide the atmosphere Scouts need to learn and excel.

Parents should:

- Read their Scout's handbook
- Understand the Aims and Methods of Scouting
- Undertake Youth Protection training and Scout Adult Leadership Training
- Actively follow their Scout's progress or lack thereof and offer encouragement and a push when needed
- Show support to both the individual Scout and the Troop by attending all Troop Courts of Honor and as many Troop meetings as possible
- Assist, as requested, in all Troop fundraisers, activities, and outings
- Participate on Boards of Review
- Carry out your responsibilities as a Troop Committee member