

# Troop Committee Responsibilities

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## TROOP COMMITTEE CHAIRMAN

### **Troop Committee Responsibilities**

The Troop Committee's primary responsibilities are supporting the Scoutmaster in delivering quality Troop programs, and handling Troop administration. In Troop 70, at least one parent of each Scout is strongly encouraged to register as an adult Scouter and to participate in the Troop Committee meetings, which are normally scheduled for the third Monday of each month. In order for the adult Scout leaders to have the time for the week-to-week activities of the Troop, the Committee assumes the following specific responsibilities:

- Provides adequate meeting facilities.
- Advises the Scoutmaster on policies relating to Boy Scouting and the chartered organization.
- Carries out the policies and regulations of the Boy Scouts of America.
- Encourages 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.
- Provides adequate camping and outdoor program (minimum 10 days and nights per year).
- Sees to it that quality adult leadership is recruited and trained. In case the Scoutmaster is absent or is unable to serve (for an extended period of time), a qualified substitute is assigned.

### **Job Descriptions**

*Key job descriptions are taken from Boy Scouts of America, Troop Committee Guidebook, (Irving, Texas: BSA, 1990) 14, 26-31.*

- Organizes the Committee to see that all functions are delegated, coordinated, and completed.
- Maintains a close relationship with the Chartered Organization Representative and the Scoutmaster.
- Sees that Troop leaders and Committee members have training opportunities.
- Interprets national and local policies to the Troop.
- Works closely with the Scoutmaster in preparing Troop Committee meeting agendas.
- Calls, presides over, and promotes attendance at monthly Troop Committee meetings and any special meetings that may be called.
- Ensures Troop representation at monthly Roundtables.
- Secures top-notch, trained individuals for camp leadership.
- Arranges for charter review and re-charter annually.

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## TROOP COMMITTEE VICE-CHAIRMAN

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- Assumes duties of Chairman if Chairman is absent or is unable to serve.
- Organizes the Committee to see that all functions are delegated, coordinated, and completed.
- Maintains a close relationship with the Chartered Organization Representative and the Scoutmaster.
- Sees that Troop leaders and Committee members have training opportunities.
- Interprets national and local policies to the Troop.
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## CHARTERED ORGANIZATION REPRESENTATIVE

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- Is a member of the chartered organization.
- Secures a Troop Committee Chairman and Scoutmaster, and encourages training.
- Maintains a close liaison with the Troop Committee Chairman.
- Helps recruit other adult leaders.
- Serves as liaison between Troop and chartered organization.
- Prepares the charter review and re-charter annually.
- Encourages service to the organization.
- Is an active and involved member of the District Committee.
- Arranges for meeting facilities and resolves conflicts with the chartered organization.

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## TROOP COMMITTEE SECRETARY

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### ***Job Descriptions***

- The unit secretary is appointed by the Unit Committee Chair to keep minutes and records, send notices, and handle publicity.
- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity.
- Prepare a family newsletter of troop events and activities.
- Conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.
- Attempts to get local publicity for the troop by placing in the local newspapers pictures of recent events, etc.
- Also helps with recruiting-related publicity.

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## TROOP TREASURER

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### ***Job Descriptions***

- The Unit Treasurer is appointed by the Committee Chair to handle troop funds, pay bills, maintain accounts, coordinate the annual Friends of Scouting campaign, and supervise fundraising.
- Handle all troop funds. Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain the troop's checking and savings accounts.
- Train and supervise the troop scribe in record keeping.
- Keep adequate records in the Troop/Team 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.
- Receive troop income each week from the troop scribe.
- Tracks individual Scout accounts and advises on balances.

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## TROOP ADVANCEMENT COORDINATOR

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### ***Job Descriptions***

- The Unit Advancement Coordinator is appointed by the Committee Chair to ensure that the unit has at least monthly boards of review, quarterly courts of honor, and that the unit has goals of helping each Scout advance a rank each year and for new Scouts to reach First Class rank during their first year. The Advancement Coordinator is also responsible for record keeping and submitting Advancement Reports.
- Encourage Scouts to advance in rank.
- Works with troop scribe to maintain all Scout advancement records.
- Arranges 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.
- Work with the troop librarian to build and maintain a troop library of merit badge pamphlets and other advancement literature.
- Report to the troop committee each month.
- Maintain advancement records (hard copies, chart, Troopmaster) and archives.

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## TROOP EQUIPMENT COORDINATOR

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### ***Job Descriptions***

- The Unit Equipment Coordinator is appointed by the Committee Chair works with the quartermaster and is responsible inventory, storage, and maintenance of unit equipment.
- Supervise and help the troop procure camping equipment.
- Work with the quartermaster on inventory, identification and proper storage and maintenance of all troop equipment.
- Make periodic safety checks on all camping gear, and encourage the safe use of all outdoor equipment.
- Report to the troop committee monthly.

# Troop Committee Responsibilities

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## TROOP OUTDOOR/ACTIVITIES COORDINATOR

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### ***Job Descriptions***

- The Unit Outdoor/Activities Coordinator is appointed by the Committee Chair to secure tour permits and permission to use camping site, serve as transportation coordinator, and ensure a monthly outdoor program.
- Participates in annual planning sessions for Troop activities.
- Help secure permission to use camping sites.
- Recruits Trip Leader for each outing.
- Monitors and assists Trip Leaders in trip planning.
- Coordinates activities of Trip Leaders and Transportation Chairman.
- Ensure a monthly outdoor program.
- Promote the National Camping Award
- Promote, through family meetings, attendance at troop campouts, camporees, and summer camp to reach the goal of an outing per month
- Secure tour permits for all troop activities.
- Report to the troop committee each month



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## TROOP MEMBERSHIP COORDINATOR

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### **Job Descriptions**

- The Unit Membership Coordinator is appointed by the Unit Committee Chair to help ensure a smooth transition of new Scouts into the unit and orientation for new parents.
- Recommend Den Chiefs and arrange training.
- Conduct an orientation in the Bear Cub Scout dens to explain the changing role as boys become Webelos Scouts and then again as they become Boy Scouts. Explain how being a Webelos Scout will help prepare them for Boy Scouting.
- Arrange for Webelos dens to visit a troop meeting. This should be planned several weeks in advance.
- Arranges joint events and provides the Second-Year Webelos Group with information needed to join the troop.
- Work with Cub Scout packs to make a smooth transition of Webelos Scouts from pack to troop.
- Help with the crossover ceremony of new Scouts.
- Ensures we have "welcome packet", BSA Handbook, shoulder loops and troop neckerchief for any Scout crossing over into Troop 70.
- Assists with the application/joining process.
- Ensure that applications are approved by Scoutmaster and turn in to council.
- Provide new member information to committee for creation of advancement and Troopmaster records and addition to roster.
- Promote and encourage Scouts to recruit new members.
- Plan and coordinate the troop open house.
- Assist in the orientation of new Scouting parents and encourage them to join the committee.
- Keeps Council Office and Troop Committee notified of changes in addresses or phone numbers and changes in positions of members.
- Assists Chartered Organization Representative in determining members to recharter.

# Troop Committee Responsibilities

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## TROOP CHAPLAIN

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### ***Job Descriptions***

- The Unit Chaplain is appointed by the Unit Committee Chair to provide 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.
- Visits 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.
- Provides opportunities for Boy Scouts to grow in their duty to God and their fellow Scouts.

# Troop Committee Responsibilities

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## TROOP TRIP LEADER

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### **Job Descriptions**

An adult Trip Leader is essential to the overall planning and execution of a Troop outing, such as a monthly camping trip, summer camp, and other Troop activity away from the church. A minimum of two adults are required by BSA policy on all outings. The Scoutmaster, Senior Patrol Leader, and other Scout leaders assist and are actively involved in trip planning. However, a specifically assigned adult Trip Leader is necessary to carry out certain steps and to support the regular Troop leaders. A Trip Leader has the following responsibilities:

- Researches and investigates information about the proposed destination.
- Makes reservations and arrangements with the ranger, outfitter, resort, etc.
- Prepares an informational handout and presents it to the Troop. Includes dates and times of departure and return; food, money, and special equipment requirements; planned activities; merit badge preparation work; and other pertinent information. The handout should typically be available at least 4 weeks prior to the trip, earlier in some cases.
- Plans and purchases food for certain special trips; may coordinate food preparation for adults. (Menu planning, food purchasing, and meal preparation for the Scouts is carried out by each patrol on most routine weekend camping trips.)
- Ensures needed adult participation is available, including any special skill requirements and certifications.
- Determines and records planned Scout participation.
- Organizes drivers and transportation provided by the Troop Committee.
- Assists in planning trip activities, merit badge work, etc.
- Goes on the trip.

NOTE: The Outdoor/Activities Coordinator will distribute a more detailed list of Trip Leader responsibilities to each Trip Leader well in advance of the trip for which he/she is responsible

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## ADULT TROOP HISTORIAN

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### ***Job Descriptions***

- Maintains Troop archives and works with the Youth Troop Historian to keep records up-to-date. Some of the information he likes to record are lists of attendees at each camping trip and newspaper articles about the troop and its members, Scout and non-Scout related.
- Purchases supplies for history books.
- Works with youth Troop Historian to add photos, minutes, programs, etc. to History Books.

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## TRANSPORTATION COORDINATOR

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### **Job Descriptions**

- Solicits commitments from drivers at the beginning of the troop year.
- Makes sure enough vehicles are available for every outing, an obvious necessity.
- Makes sure drivers are provided with directions, if needed.
- Ensures all driver and vehicle info is reported to the committee to be updated in Troopmaster and MyScouting.org.

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## EAGLE ADVISER

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### ***Job Descriptions***

- Assists Life Scouts in the Life-to-Eagle process and updates Committee on progress.
- Counsels Scouts on Eagle projects.
- Assists with the Eagle Scout application process.
- Distributes the Letter of Recommendation in advance of the application process.
- Prepares Scouts for their Eagle Board of Review

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## HOSPITALITY

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### ***Job Descriptions***

- Takes care of arrangements for refreshments at Troop events such as the Annual Planning Conference and troop and Eagle Courts of Honor.

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## FUNDRAISING COORDINATOR

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### ***Job Descriptions***

- Promote fundraising.
- Coordinates fundraising activities (Popcorn, Grotto Pizza Night, Pancake Breakfast, Amazon.com, Silent Auction), either personally or through delegates for specific fundraisers.
- Provide proceeds and boy account totals to Treasurer.



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## TRAINING COORDINATOR

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### ***Job Descriptions***

- The Unit Training Coordinator is appointed by the Committee Chair to ensure training opportunities are available, to maintain training records and materials, and is responsible for BSA Youth Protection training.
- Ensure troop leaders and committee members have opportunities for training.
- Maintain an inventory of up-to-date training materials, videotapes, and other training resources.
- Work with the district training team in scheduling Fast Start training for all new leaders.
- Be responsible for BSA Youth Protection training within the troop.
- Encourage periodic troop leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting