

## **Troop 207 Committee Positions Duties and Responsibilities**

### ***Committee Chair – Jim Jacobus***

- Organizes 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.
- Secure top-notch, trained individuals for camp leadership.
- Arrange for charter review and re-charter annually.
- Plan the charter presentation.
- Review and approve adult leader applications.
- Eagle recommendations.

### ***Secretary – Kelly Avera***

- Keep minutes of meetings and send out committee meeting notices.
- Handle publicity in the absence of a Publicity Coordinator.
- Coordinate news releases on troop activities and scout accomplishments in and out of Scouting, and involve the scouts in same.
- Prepare a family newsletter of troop events and activities.
- Work with the Merit Badge Coordinator to conduct the troop resource survey.
- Plan for family night programs and family activities.
- At each meeting, report the minutes of the previous meeting.
- Monitor and prompt "Thank You" letters from boys and adult leaders and on behalf of the troop. Also 'get well' and 'sympathy' notes.

### ***Treasurer – Cris Utter***

- Handle all troop funds and report to the Troop Committee at each meeting.
- Pay bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain 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 authorization.
- Supervise the camp savings plan.
- Lead in the preparation of the annual troop budget.
- Lead in Friends of Scouting Campaign.
- Appoint Popcorn and other fundraising chairs.
- Provide for collections and accounting for trips.
- Reimburse for expenses and establish procedures for such.
- Provide for campership assistance.

### ***Training Coordinator***

- 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 youth leader training within the troop and at the council and national levels.
- Report to the troop committee at each meeting.
- Assist in orientation of new parents.
- Be watchful that the troop is taking all steps to ensure the boys' safety.

### ***Outdoor/Activities Coordinator – David Nation and Pete Sisseron***

- Help in securing permission to use camping sites.
- Serve as transportation coordinator.
- Ensure a monthly outdoor program.
- Promote the National Camping Award.
- Work closely with Troop families to promote attendance at troop campouts, camporees, and summer camp to reach the goal of at least one outing per month.
- Secure tour permits for all troop activities.
- Report to the troop committee at each meeting.

### ***Advancement Coordinator – Debra Thompson***

- Encourage Scouts to advance in rank.
- Work with the troop scribe to maintain all Scout advancement records.
- Arrange troop boards of review and courts of honor.
- Work with the Merit Badge Coordinator to 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 at each meeting.

### ***Membership Coordinator – David Graham***

- Develop a plan for year-round membership flow into the troop.
- Work closely with the Cubmaster and Webelos den leader of the neighboring Cub Scout packs to provide a smooth transition from pack to troop. Assist in developing and recruiting den chiefs, and assist in the crossover ceremony from Webelos Scouts to Boy Scouts.
- Insure that Webelos properly register with the troop.
- Keep the committee informed regarding the number of Webelos bridging and dates of bridging ceremonies.
- Keep the Uniform Coordinator informed regarding the need for neckerchiefs, and T-shirts for Webelos bridging into troop.
- Plan and coordinate a troop open house to invite non-Scouts into the troop.
- Encourage Scouts to invite their friends to join the troop.
- Keep track of Scouts who drop out of the troop, and develop a plan to encourage them to rejoin.

### ***Equipment Coordinator – Brian Thompson***

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

### ***Chaplain***

- Provide a spiritual tone for troop meetings and activities.
- Give guidance to the chaplain aide.
- Promote regular participation of each member in the activities of the religious organization of his choice.
- Visit homes of Scouts in time of sickness or need.
- Give spiritual counseling service when needed or requested.
- Encourage Boy Scouts to earn their appropriate religious emblems.
- Report to the troop committee at each meeting.

### ***Health Coordinator – Evelyn Jacobus***

- Maintain records of Scout and Adult Annual BSA Health and Medical Records.
- Contact Scouts and Parents when updated forms are required.
- Review records prior to troop activities to ensure updated forms are copied and provided to the event leader.

### ***Uniform Coordinator***

- T-Shirts, Jackets, Hats, Bolos, etc.
- Take orders for T-Shirts, Jackets, Hats, Neckerchiefs, etc.
- Ensure that new troop members obtain Class B T-Shirts in a timely fashion.
- Secure payment for any order and deliver to Troop treasurer.
- Keep the committee informed regarding any change in cost or vendor of these items.
- Coordinate a uniform exchange program within the troop.

### ***Publicity Coordinator***

- Coordinate publicity in local media and Council and District Newsletters regarding activities of the troop or individual scouts as directed by the troop committee.
- Work closely with the Scoutmaster and Troop Committee to insure timely information regarding any publicity effort on behalf of the troop.
- Obtain copies of any media coverage of the Troop and deliver to Troop historian.
- Maintain the Troop website and calendar on-line.

### ***Fundraising Coordinator – Stefanie Winborne***

- Coordinate annual fundraising events.
  - Popcorn
  - Christmas Tree Pickup
  - Scout Cards
- Report to the committee regarding the progress of fundraising efforts.
- Encourage Scout and Parent participation in Fundraising activities.
- Insure that fundraising projects comply with District and Council Scouting policies and standards.
- Prepare and submit *Unit Money-Earning Application* to local council.

### ***New Scout Liaison***

- Work closely with the New Scout patrols to insure their participation at troop meetings and activities.
- Insure that the new scouts are properly uniformed and are familiar with the troop leadership and structure.
- Coordinate orientation for new families through an annual parent meeting.
- Encourage new scouts to advance in rank.

### ***Merit Badge Coordinator – Carol Pawlik***

- Work with the Advancement Coordinator to develop and maintain a merit badge counselor list.
- Work with the Council Merit Badge Coordinator to keep an up to date list of the council wide merit badge counselors.
- Assist in the recruitment and registration of adults to serve as merit badge counselors.
- Assist the troop librarian in maintaining a Merit Badge Pamphlet Library at the scout hut.
- Keep track of changes in Merit Badge requirements and inform the troop of those changes.

### ***Safety and Behavior Coordinator***

- Review all aspects of troop activity from a standpoint of Safety.
- Maintain all current BSA policies on safety, e. g. Guide to Safe Scouting, Sweet 16, SSD/SA, Climb on Safely.
- Instruct on and monitor 2-deep leadership and Youth Protection.
- Keep medical records on scouts & adults, make available for all outings.
- Keep records of all reported injuries or incidents wherein safety might be implicated.
- Promote policies enhancing safety and enjoyment by all members, including but not limited to disciplinary concerns.
- Report to the troop committee at each meeting.
- Participate on Behavior committee.

### ***Eagle Coordinator***

- Assist Scouts in planning their track toward Eagle.
- Maintain current literature and policies on Eagle requirements and procedure.
- Give appropriate orientation to scouts who attain the rank of Life, and their parents.
- Assist CC in compiling and retaining necessary records and recommendations.
- Pick up Eagles.
- Assist in planning and coordinating Eagle ceremonies.
- Maintain liaison with past Eagles.
- Promote adult leader attendance at District Eagle Boards.

### ***Popcorn Sales Coordinator***

- Responsible for obtaining the popcorn sales packets from the District Popcorn Kickoff meeting.
- Responsible for distributing these sales packets to the scouts at a troop Kickoff meeting.
- Communicate to the troop the dates for each step of the sale process.
- Collect and maintain records of all the sales income.
- Responsible for the pickup and distribution of the troop's order.

Note: All committee members must submit an Adult Leader application to the BSA. All volunteers are expected to complete Youth Protection training. As a volunteer, you are expected to complete the training within 90 days of assuming a leadership position.